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ABSTRACT

The University of Wisconsin-Whitewater's handbook is divided into major sections dealing with: the university; business services; university services; student matters; curricular matters; and personnel matters. Various topics are covered, including: tuition for senior citizens, medical insurance, risk management, degree requirements, student employment, new degree programs, staff leave policy, retirement/maximum age for employment, tenure rights, and personnel rules. (LBH)

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UNIVERSITY OF WISCONSIN
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UNIVERSITY HANDBOOK

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Tuition for Students 62 Years of Age and Over

Source: Executive Director of Business Services--Dean W. Wolf

In accordance with the resolution passed by the Board of Regents at its meeting on June 7, 1974, students 62 years of age or older who are Wisconsin residents and are auditing classes shall not be required to pay audit fees or segregated fees including the textbook rental, University Center or Health Center fees. It should be noted that these individuals will be required to pay any special costs (such as lab fees) for course instruction.

Steps to be Taken if an Event of Possible Interest to the Media Occurs on Campus

Source: Director of Information Services--Mary Mills

Should an event of potential interest to the media occur on campus, the following steps will be taken:

1. The Chancellor or a member of the administration designated by him, will notify the Director of Information Services (Mrs. Mills) of the nature of the situation. (Phone 472-1193 or 473-4545) If the Director is not available, the Information Services Officer (Mrs. Hemlock) should be notified. (Phone 472-1195 or 473-3067)

2. The Director or Information Services Officer will make appropriate arrangements for providing news of the event to media.

3. All requests for information regarding the event should be referred to the Information Services Office. All information will be released by either the Chancellor or his authorized representative or by the Information Services Office.

Disposition of University Records

Source: University Archivist--Gordon E. Parks

All public records, including all records of the University, its offices and departments, and its faculty and staff, are subject to the Public Records Act, which forbids their destruction or disposition except in accordance with procedures established by the Public Records Board. The University Archivist is responsible for the implementation of these procedures on this campus. Persons wishing to remove from their offices or otherwise dispose of such records shall first consult the University Archivist, who will advise and assist them in complying with the law.

While authoritative interpretation of the law can be given only by the legal and judicial officers of the State, it is the understanding of the University Archivist that the Public Records Act has not been applied, and does not apply, to the following:

1. Informational matter, received in the mail by offices and departments, which is not germane to their official duties and responsibilities, which does not require any action or response on their part, and which is merely read, or temporarily posted as a convenience to others, before being discarded;

2. Catalogs, directories, and the like, kept in an office for reference purposes;

3. The personal correspondence and papers of faculty and staff, arising out of their personal, private business or scholarly activities and having no connection with their status as officers or employees of the University or with their duties as such;

4. The records of student and faculty groups of a voluntary-membership type (not including records and reports required to be submitted by such groups to University offices or agencies and kept by them as parts of their records); and

5. The classnotes, papers, et cetera, of individual students.

Although not subject to the Public Records Act, in the opinion of the University Archivist, records of the above-described types, especially the last three of them, may be highly valuable for historical purposes. The University Archivist will welcome offers of such materials for inclusion in the University Archives.

While university records may be transferred to the University Archives for permanent retention without the permission of the Public Records Board, only a small part of the records produced in the routine operations of the University are worthy of or require preservation for more than a few years. Such records should be destroyed when their usefulness ends, lest they occupy valuable space and filing cabinets needed for other uses. Every office which accumulates sizeable amounts of noncurrent records should consult the University Archivist about the establishment of a disposal plan for its records, without which none of them can legally be destroyed.

In addition to the University Archives, in which records of enduring historical and administrative value are kept, the Archivist will maintain a Records Center for the temporary storage of non-current records, pending their destruction in accordance with the Public Records Act. Offices wishing to transfer non-current records to the Center or to the Archives should consult the Archivist for instructions before withdrawing such records from their files. Reference service for records in the Records Center will be provided by the staff of the University Archives.

Letterhead Stationery Policy

Source: Office of the Chancellor

In an effort to provide university offices with the stationery they need and desire while conforming to the State of Wisconsin Administrative Practices Manual, Bulletin Number 2, section on Correspondence Management, the following policy has been developed for the printing of letterhead stationery.

1. In general, letterhead stationery bearing the name of the office or college will be provided for administrative offices in the University and for other offices which have a large amount of correspondence and which need individualized letterheads for the convenience of the recipient in addressing a reply. The list of offices which are authorized to order individualized letterheads is available in the office of the Director of Information Services.

2. Other offices within each area will use the stationery of their administrative office or college and may type their name on the letterhead stationery which carries no office designation. For example, the Mathematics Department will use the stationery of the College of Letters and Sciences or type its name on the general letterhead.

3. No names will be printed on letterhead stationery per the State of Wisconsin Administrative Practices Manual--Records Management Section, as this limits the use of the stationery.

4. The office telephone number may be included on the stationery of offices which "have a high telephone response potential so long as the obsolescense factor is potentially low." (Ruling of the Chief of State Printing Section, August 25, 1970.)

5. Activities which have funds other than tax monies may, if they wish, have appropriate stationery designed and printed so long as it is not paid for from state monies.

6. Any requests for changes in or additions to the listing of offices authorized to have letterhead stationery should be addressed to the Director of Information Services who will clear it with the appropriate officers.

7. Because of the price advantage of ordering stationery in quantity, orders are usually placed twice a year. Except in unusual circumstances, requests for stationery will be held until the regular order is placed.

8. The cost of the stationery will be charged to the ordering office.

Business Card Policy

Source: Office of the Chancellor

An official business card has been designed for the use of administration officers and certain offices which need these cards in the conduct of their business. A list of officers and offices for which the cards have been authorized by the Chancellor is available in the office of the Director of Information Services. Any changes in or additions to the listing should be addressed to the Director of Information Services who will clear it with the appropriate persons.

According to State policy on Correspondence Management (Administration Practices Manual, Bulletin No. 2, 11-13-67) cards will be supplied only in lots of 500. Cost of the cards will be charged to the department ordering them.

Use of Facilities for Political Purposes

Source: Assistant Chancellor for Student Affairs David J. Markee

The facilities of the University of Wisconsin-Whitewater are open to use by political parties and candidates for the purpose of holding public meetings on campus, if the facilities have not been previously scheduled, are not being used for academic purposes, and are otherwise available. The use of facilities at the University of Wisconsin-Whitewater by political parties or candidates must be under the sponsorship of a recognized student organization, administrative office, or department or college on the campus. Such public political use is strictly limited to bonafide public meetings and does not permit use of this University's facilities by political parties or candidates desiring to conduct a revenue-producing activity. In compliance with President John C. Weaver's guidance, sent to all Chancellors on January 23, 1974, the University of Wisconsin will not permit its facilities to be used by political parties or candidates when political rund-raising activities, such as dinners, cocktail parties, and the like, are to be held for campaign purposes. Questions should be addressed to the Director of the University Center.

TITLE VI.

Educational Institutions.

CHAPTER 36

UNIVERSITY OF WISCONSIN SYSTEM

36.01 Statement of purpose and mission
36.03 System
36.05 Definitions
36.07 Corporate title, officers, meetings, records
36.09 Responsibilities
36.11 Powers of the board of regents
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36.01 Statement of purpose and mission. (1) The legislature finds it in the public interest to provide a system of higher education which enables students of all ages, backgrounds and levels of income to participate in the search for knowledge and individual development; which stresses undergraduate teaching as its main priority; which offers selected professional graduate and research programs with emphasis on state and national needs; which fosters diversity of educational opportunity; which promotes service to the public; which makes effective and efficient use of human and physical resources; which functions cooperatively with other educational institutions and systems; and which promotes internal coordination and the wisest possible use of resources.

(2) The mission of the system is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses and to serve and stimulate society by developing in students heightened intellectual, cultural and humane sensitivities, scientific, professional and technological expertise and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended training and public service designed to educate people and improve the human condition. Basic to every purpose of the system is the search for truth.

History: 1973 c. 335.

36.03 System. There is created in this state a system of institutions of learning to be known as the university of Wisconsin system. The principal office and one university of the system shall be located at or near the seat of state government.

History: 1973 c. 335.

36.05 Definitions. In this chapter:

(1) "Academic staff" means professional and administrative personnel other than faculty with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration.

(2) "Board of regents" or "board" means the board of regents of the university of Wisconsin system.

(3) "Campus" means the publicly owned or leased buildings and grounds which comprise all or part of a university, a center or the extension.

(4) "Center" means any one of the 2-year collegiate campuses of the system.

(5) "Chancellor" means the chief executive of an institution.

(6) "Classified staff" means all employes of the system other than faculty, academic staff, persons whose employment is a necessary part of their training, student assistants and student hourly help.

(7) "Extension" means the community outreach, public service and extension services of the system.

(8) "Faculty" means persons who hold the rank of professor, associate professor, assistant professor or instructor in an academic department or its functional equivalent in an institution and such academic staff as may be designated by the chancellor and faculty of the institution.

(9) "Institution" means any university or an organizational equivalent designated by the board.

(10) "President" means the chief executive of the system.

(10m) "Provost" means an administrative officer, designated by the board, with multi-institutional responsibilities for planning and operational duties not deemed suitable for assignment to a single institution or chancellor.

(11) "Student" means any person who is registered for study in any institution for the current academic period. For the purpose of administering particular programs or functions involving students, the board shall establish rules defining continuation or termination of student status during periods between academic periods.

(12) "System" means the university of Wisconsin system.

(13) "University" means any baccalaureate or graduate degree granting institution.

History: 1973 c. 335.

36.07 Corporate title, officers, meetings, records. (1) CORPORATE STATUS AND TITLE. The board and their successors in office shall constitute a body corporate by the name of "Board of Regents of the University of Wisconsin System".

(2) SECRETARY. The board shall appoint a secretary of the board who shall keep a faithful record of all its transactions.

(3) TREASURER. The state treasurer shall be the treasurer of the board, but the board may appoint other persons to receive other moneys that may be due or remitted from any source.

(4) MEETINGS, TIMES, NOTICE. The times for holding the regular annual meeting and such other meetings as are required, and the manner of providing notice for such meetings, shall be determined by the board's bylaws.

(5) ACCESS TO THE BOARD. The board shall provide in its operating policies for access to the board by the public, faculty, students and chancellors.

(6) MEETINGS AND RECORDS PUBLIC. The board meetings shall be open and all records of such meetings and of all proceedings of the board shall be open to inspection in accordance with ss. 19.21 and 66.77.

History: 1973 c. 335.

36.09 Responsibilities. (1) THE BOARD OF REGENTS. (a) The primary responsibility for governance of the system shall be vested in the board which shall enact policies and rules for governing the system, plan for the future needs of the state for university education, ensure the diversity of quality undergraduate programs while preserving the strength of the state's graduate training and research centers and promote the widest degree of institutional autonomy within the controlling limits of system-wide policies and priorities established by the board.

(b) The board, after public hearing at each institution, shall establish for each institution a mission statement delineating specific program responsibilities and types of degrees to be granted.

(c) The board shall determine the educational programs to be offered in the system and may discontinue educational programs as it deems necessary.

(d) The board shall establish policies to guide program activities to ensure that they will be compatible with the missions of the institutions of the system.

(e) The board shall appoint a president of the system, a chancellor for each institution, a dean for each center, the state geologist, the director of the laboratory of hygiene, the director of the psychiatric institute, a state cartographer and the requisite number of officers, faculty, academic staff and other employes and fix the salaries, duties and the term of office for each. No sectarian or partisan tests or any tests based upon race, religion, national origin or sex shall ever be allowed or exercised in the appointment of the employes of the system.

(em) The board may appoint a provost for university outreach.

(f) The board shall delegate to each chancellor the necessary authority for the administration and operation of the institution within the policies and guidelines established by the board. The board may also delegate or rescind other authority to chancellors, committees of the board, administrative officers, members of the faculty and students or such other groups as it deems appropriate.

(g) The board shall not create nor discontinue any university or center unless specifically authorized by the legislature in each instance.

(gm) The board shall not create, except as specifically authorized by the legislature in each instance, any new college, school or its functional equivalent if such college, school or functional equivalent has academic programs at the graduate or professional, post-baccalaureate level.

1. For the purposes of this paragraph, college or school means an academic unit below the institutional level but above the departmental level, including but not limited to a graduate school, law school, medical school, social work school, architecture school, business school and a public administration school.

2. For the purposes of this paragraph, a new college or school shall be deemed to have been created if an administrative position of dean or its functional equivalent is established and if a new instructional program, separate and distinct from the programs currently available at that institution, is established.

3. This paragraph does not apply to the redesignation or reorganization of existing colleges or schools if accomplished through the reclassification of existing positions or the restructuring of existing organizational entities.

(h) The board shall allocate funds and adopt budgets for the respective institutions and shall give consideration to the principles of comparable budgetary support for similar programs and equitable compensation for faculty and academic staff with comparable training, experience and responsibilities.

(i) The board and the personnel board, upon recommendation of the president and the director of personnel, shall jointly adopt general policies governing the designation of positions to be exempt from the classified service as academic staff as defined in s. 36.15 (1) (a) and (b).

(j) The board shall establish salaries for persons not in the classified staff prior to July 1 of each year for the next fiscal year, and shall designate the effective dates for payment of the new salaries. In the first year of the biennium, payments of the salaries established for the preceding year shall be continued until the biennial budget bill is enacted. If the budget is enacted after July 1, payments shall be made following enactment of the budget to satisfy the obligations incurred on the effective dates, as designated by the board, for the new salaries, subject only to the appropriation of funds by the legislature. This paragraph shall not limit the authority of the board to establish salaries for new appointments.

(k) The board shall possess all powers necessary or convenient for the operation of the system except as limited in this chapter.

(2) THE PRESIDENT. The president shall be president of all the faculties and shall be vested with the responsibility of administering the system under board policies and shall direct a central administration which shall assist the board and the president in establishing systemwide policies in monitoring, reviewing and evaluating these policies, in coordinating program development and operation among institutions, in planning the programmatic, financial and physical development of the system, in maintaining fiscal control and compiling and recommending educational programs, operating budgets and building programs for the board.

(3) THE CHANCELLORS. The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

(4) FACULTY. The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.

(5) STUDENTS. The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance of and policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

History: 1973 c. 335.

36.11 Powers of the board of regents. (1) PROTECTION OF PEOPLE; CUSTODY AND MANAGEMENT OF PROPERTY. (a) The board may adopt rules under ch. 227 to protect the lives, health and safety of persons on property under its jurisdiction and to protect such property and to prevent obstruction of the functions of the system. Any person who violates any rule created under this paragraph may be fined not more than $500 or imprisoned not more than 90 days or both.

(b) The board may purchase, have custody of, hold, control, possess, lease, grant easements and enjoy any lands, buildings, books, records and all other property of any nature which may be necessary and required for the purposes, objects and uses of the system authorized by law. The board may sell or dispose of such property as provided by law, or any part thereof when in its judgment it is for the best interests of the system and the state, except that purchases and sales of real property shall be subject to the approval of the building commission.

(c) The board may adopt rules under ch. 227 for the management of all property under its jurisdiction, for the care and preservation thereof and for the promotion and preservation of the orderly operation of the system in any or all of its authorized activities and in any or all of its institutions with forfeitures for their violation, which may be sued for and collected in the name of the board before any court having jurisdiction of such action. Forfeitures shall not exceed $500.

(d) All fines imposed and collected under this subsection shall be transmitted to the county treasurer for disposition in accordance with s. 59.20 (5) and (8). All forfeitures, including forfeitures of posted bail if any, imposed and collected under this subsection shall be transmitted to the county treasurer for disposition in accordance with ss. 288.13 and 288.17.

(2) POLICE AUTHORITY. (a) The board shall have concurrent police power, with other authorized peace officers, over all property subject to its jurisdiction. Such concurrent police authority shall not be construed to reduce or lessen the authority of the police power of the community or communities in which a campus may be located. All campus police officers shall cooperate with and be responsive to the local police authorities as they meet and exercise their statutory responsibilities. The designated agents of the board may arrest, with or without warrant, any person on such property who they have reasonable grounds to believe has violated a state law or any rule adopted under this chapter and deliver such person to any court having jurisdiction over the violation and execute a complaint charging such person with the violation. This subsection does not impair the duty of any other peace officers within their jurisdictions to arrest and take before the proper court persons found violating any state law on property under the jurisdiction of the board.

(b) The board may employ police for the institutions and chiefs to head such police, or contract for police, all of whom shall be deemed peace officers under s. 939.22 (22) under the supervision and control of the appropriate chancellor or the chancellor's designees. Such police officers shall meet the minimum standards established for other police officers by the law enforcement standards board or a comparable agency. Such police shall preserve the peace on all property under the board's jurisdiction, enforce all rules adopted under this chapter and all other laws, and for that purpose the chancellor or the chancellor's designee may call for aid from such other persons as is deemed necessary.

(3) ADMISSION OF APPLICANTS. (a) The board shall establish the policies for admission within the system and within these policies each institution shall establish specific requirements for admission to its courses of instruction. No sectarian or partisan tests or any tests based upon race, religion, national origin of U.S. citizens or sex shall ever be allowed in the admission of students thereto.

(b) The board shall establish policies for the appropriate transfer of credits between institutions within the system, including the designation of those courses which shall be transferable between and within institutions without loss of credit toward graduation or toward completion of a specific course of study.

(c) The board may establish policies for the appropriate transfer of credits with other educational institutions outside the system.

(4) INJUNCTIVE RELIEF. The board may obtain injunctive relief to enforce this chapter or any rules adopted under this chapter.

(5) LIABILITY INSURANCE. The board may procure liability insurance covering the members of the board, any officer, employe or such students whose activities may constitute an obligation or responsibility of the system.

(6) FINANCIAL AIDS. The board may:

(a) Make grants to students from funds budgeted to or controlled by the system and formulate policies and rules for such grants.

(b) Make grants equivalent in value to the payment of incidental fees to disabled residents of the state who are recommended and supervised by the department of health and social services under ch. 55.

(7) CONFER DEGREES. The board may confer such degrees and grant such diplomas as are usual in universities or as it deems appropriate.

(8) PARKING RULES. (a) The board may make general policies and shall authorize the chancellors to adopt rules regulating the parking of motor vehicles on property under their jurisdiction. Such rules shall not be subject to ch. 227.

(b) The board shall establish fines for the violation of any rule made under par. (a). The institutions are authorized to collect such fines together with moneys collected from the sale of parking permits and other fees established under par. (a) and such moneys shall be paid into the state treasury and credited to s. 20.285 (1) (h), to be used only for the purpose of developing and operating parking or other transportation facilities at the institution at which collected and for enforcing parking rules under par. (a).

(9) CONDEMNATION. The board may acquire by condemnation proceedings under ch. 32 such parcels of land as it deems necessary for the use of any institution whenever the board is unable to agree with the owner upon the compensation therefor, or whenever the absence or legal incapacity of such owner, or other cause, prevents or unreasonably delays, such agreement.

(10) UNIVERSITY FUND. The board may expend such portion of the income of the university fund on or at the university of Wisconsin-Madison as is appropriated by the legislature for the erection of buildings and the purchase of equipment or books.

(11) SURPLUS MONEY. The board may invest any of the surplus money designated in s. 20.285 (1) (h) in such securities as are legal for trust fund investments; or invest such funds or any part thereof, in the senior or junior bonds or obligations which may be issued by such nonprofit-sharing corporation as may be contracted with by the board for the construction or equipment of dormitories, commons or field houses, which bonds or obligations shall be secured by a mortgage or pledge of the buildings or improvements erected or to be erected by such corporations and by a mortgage or pledge of its leasehold interest. Any interest on any of such bonds or securities shall when received be added to the revolving funds and may be used for the purposes set forth in this subsection.

(12) LIBRARY DEPOSITORY. (a) The board may participate in the formation and maintenance of a nonprofit-sharing corporation sponsored by participating colleges, universities and libraries for the purpose of providing and operating a central library depository at a location in a midwestern state for the storage of little used books and other library and research materials of participating institutions, and which corporation may also perform other functions for the benefit of participating institutions such as, without limitation because of enumeration, the correlating of library catalogs of the participating institutions, the coordinating and planning of the purchasing by each institution of costly or infrequently used books and research materials in order to avoid unnecessary duplication and facilitating the loaning of library books and other library and research materials between participating institutions. The board shall possess all powers necessary or convenient to accomplish the foregoing, including the authority to designate representatives or members of such corporation in accordance with its articles and bylaws.

(b) The board may make use of and pay for the use of the facilities and services of such nonprofit-sharing corporation, but the board shall retain title to all books and materials deposited with such corporation for storage or loaned to other participating institutions and the authority of the board to expend funds for the purchase of land, the construction of buildings and additions to buildings and the purchase of equipment for the purpose of providing such facilities shall be limited to funds appropriated under s. 20.285. Except as hereinbefore provided, the appropriations to the board are to be available for the purposes of this subsection to the extent that such appropriation may be applicable and without reference to whether any particular appropriation is available for expenditure at any institution.

(13) AUXILIARY RESERVES. Auxiliary enterprise reserve funds established prior to merger of this state's public institutions of higher education for the benefit or support of an institution or group of institutions shall not be utilized for any other purpose.

(15) TAX DEFERRED ANNUITIES. The board of regents may continue all salary reduction agreements with its employes pursuant to section 403 (b) of the internal revenue code.

History: 1973 c. 335.

Board of regents has power to make reasonable rules governing student use of automobiles on university property and can enforce them by imposing reasonable monetary penalties and withholding records. Student court can be designated by board of regents as an auxiliary enterprise. Moneys thereby collected must be paid into general fund. By regent action, they may be appropriated therefrom for operation of that activity. 59 Atty. Gen. 82.

The collective bargaining agreement between the university of Wisconsin and the teaching assistants association is valid. 59 Atty. Gen. 200.

A valid collective bargaining contract between the board of regents and union representing unclassified employes may not be impaired, during its term, by the current or a future board of regents or the legislature. 60 Atty. Gen. 64.

Legality of having students and faculty voting participation on board of regents discussed. 60 Atty. Gen. 395.

36.13 Faculty tenure and probationary appointments. (1) DEFINITIONS. In this section:

(a) "Tenure appointment" means an appointment for an unlimited period granted to a ranked faculty member by the board upon the affirmative recommendation of the appropriate chancellor and academic department or its functional equivalent within an institution.

(b) "Probationary appointment" means an appointment by the board held by a faculty member during the period which may precede a decision on a tenure appointment.

(2) APPOINTMENTS. (a) A tenure appointment may be granted to any ranked faculty member who holds or will hold a half-time appointment or more. The proportion of time provided for in the appointment may not be diminished nor increased without the mutual consent of the faculty member and the institution subject only to sub. (5) and s. 36.21.

(b) A probationary appointment shall not exceed 7 consecutive academic years in a full-time position in an institution. A leave of absence, sabbatical or a teacher improvement assignment shall not constitute a break in continuous service nor shall it be included in the 7-year period.

(3) RULES. The board and its several faculties after consultation with appropriate students shall adopt rules for tenure and probationary appointments, for the review of faculty performance and for the nonretention and dismissal of faculty members. Such rules shall be adopted under ch. 227.

(4) CONTINUATION OF APPOINTMENT. (a) Any person who holds a tenure appointment under chs. 36 and 37, 1971 stats., and related rules on July 9, 1974 shall continue to hold tenure as defined under those chapters and related rules.

(b) Any person who holds the equivalent of a probationary appointment under chs. 36 and 37, 1971 stats., and related rules on July 9, 1974 shall continue to enjoy the contractual rights and guarantees as defined under those chapters and related rules, and may elect to be considered for tenure according to the procedures existing under that appointment or under sub. (2).

(5) PROCEDURAL GUARANTEES. Any person having tenure may be dismissed only for just cause and only after due notice and hearing. Any person having a probationary appointment may be dismissed prior to the end of the person's contract term only for just cause and only after due notice and hearing. The action and decision of the board in such matters shall be final, subject to judicial review under ch. 227. The board and its several faculties shall develop procedures for the notice and hearing which shall be adopted by rule under ch. 227.

(6) LIMITATION. Tenure and probationary appointments are in a particular institution. A tenure appointment is limited to the institution in which the appointment is held.

History: 1973 c. 335.

Under 37.31, Stats. 1971, the faculty acquires tenure in the system as distinct from tenure at one particular institution within the system. 60 Atty. Gen. 116.

A nontenured teacher who is not rehired has no constitutional right to a statement of the reason for not renewing his contract nor to a hearing on the matter. Board of Regents v. Roth, 408 US 564.

36.15 Academic staff appointments. (1) DEFINITIONS. In this section:

(a) "Administrative appointment" means an academic staff appointment for a fixed or indefinite term granted to a system, campus, college, school or other divisional officer involved in policy development or execution and to persons involved in directing, organizing or supervising higher education related activities.

(b) "Professional appointment" means an academic staff appointment for a fixed or indefinite term granted to a professional employe who is involved in the guidance or counseling of students, assisting the faculty in research, public service or in the instruction of students or who is involved in other professional duties which are primarily associated with institutions of higher education; including, but not limited to, such employment titles as visiting faculty, clinical staff, lecturer, scientist, specialist and such other equivalent titles as the board approves.

(2) APPOINTMENTS. Appointments under this section shall be made by the board, or by an appropriate official authorized by the board, under policies and procedures established by the board. The policies for indefinite appointments shall provide for a probationary period, permanent status and such other conditions of appointment as the board establishes.

(3) PROCEDURAL GUARANTEES. A person having an academic staff appointment for a term may be dismissed prior to the end of the appointment term only for just cause and only after due notice and hearing. A person having an academic staff appointment for an indefinite term who has attained permanent status may be dismissed only for just cause and only after due notice and hearing. In such matters the action and decision of the board, or the appropriate official authorized by the board, shall be final, subject to judicial review under ch. 227. The board shall develop procedures for notice and hearing which shall be adopted by rule under ch. 227.

History: 1973 c. 335.

36.17 Limited appointments. (1) An appointment to a position listed in sub. (2) shall be a limited appointment and the appointment shall be at the pleasure of the board. A person holding a tenured or academic staff appointment under ss. 36.13 and 36.15 shall not lose that appointment by accepting a limited appointment.

(2) Limited appointments apply to the following positions: president, provost, vice president, associate vice president, assistant vice president, chancellor, vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor, assistant vice chancellor, center system dean, secretary of the board, associate secretary of the board, assistant secretary of the board, trust officer and assistant trust officer and such other administrative positions as the board determines at the time of the appointment.

History: 1973 c. 335.

36.19 Other appointments. The board may make or authorize fixed term appointments for student assistants and employes in training, such as residents, interns, post-doctoral fellows or trainees or associates. Appointments made under this section shall not be subject to ss. 36.13 and 36.15.

History: 1973 c. 335.

36.21 Lapse of appointments. Notwithstanding ss. 36.13 (4) and 36.15, the board may, with appropriate notice, terminate any faculty or academic staff appointment when a financial emergency exists. No person may be employed at the institution within 2 years to perform reasonably comparable duties to those of the person whose appointment was terminated without first offering such person a reappointment. The board, after consultation with the faculty and chancellor of each institution, shall adopt procedures to be followed in the event of termination under this section.

History: 1973 c. 335.

36.23 Conflict of interest. No regent or officer or other person appointed or employed in any position in the system may at any time act as agent for any person or organization where such act would create a conflict of interest with the terms of the person's service in the system. The board shall define conflicts of interest and adopt rules related thereto.

History: 1973 c. 335.

A regent of the university of Wisconsin is not precluded by law from attending the university as a student or from receiving a degree from the university, but he must guard against and refrain from any possible conflict of interest. 58 Atty. Gen. 158.

36.25 Special programs. (1) ADVISORY HOUSING COMMITTEES. At each university an advisory committee is created to consider and advise the chancellor and the governing body of the political subdivision in which the university is located on all phases of student housing, including without limitation because of enumeration, board recommendations and policies, leases, contracts, building plans, grievances and standards of operation. The committee shall consist of 3 representatives each of the administration, the student body and the faculty, to be appointed for 3-year terms by the chancellor of each university on recommendation of the respective student or faculty organization. Three members of the committee, representing the governing body of the political subdivision in which the university is located and 3 members representing the owners of private housing shall be appointed for 3-year terms by the head of the local governing body. The committee shall prepare and submit an annual report to the chancellor and to the governing body of the political subdivision at the beginning of each fall semester and may make additional reports at any time.

(2) WISCONSIN RESIDENTS PREFERENCE IN HOUSING. Preference as to rooming, boarding and apartment facilities in the use of living units operated by any university shall, for the following school year, be given to students who are residents of this state and who apply before March 15, unless a later date is set by the board. Such preference shall be granted in accordance with categories of priority established by the board. Leases or other agreements for occupancy of such living units shall not exceed a term of one calendar year. The board may adopt rules for the execution of this subsection.

(3) AGRICULTURAL DEMONSTRATION STATIONS, EXPERIMENTS, DEMONSTRATIONS. (a) The board may establish through the college of agricultural and life sciences of the university of Wisconsin-Madison demonstration stations for the purpose of aiding in agricultural development. The location of the stations shall be determined by the board which shall consider the opportunities for agricultural development in various regions of the state.

(b) The board may authorize experimental work in agriculture at points within the state and carry on demonstrations and such other extension work as it deems advisable for the improvement of agricultural knowledge. The board may conduct extension schools and courses and provide for the compensation and traveling fees of instructors whose functions shall be to assist in the improvement of agricultural education and the dissemination of agricultural knowledge.

(c) The board shall, under the supervision of the dean of the college of agricultural and life sciences of the university of Wisconsin-Madison, foster research and experimentation in the control of bovine Brucellosis (Bang's disease), at various points within this state as it deems advisable. To facilitate such work, contracts may be entered into with owners of bovine animals of various classes for the supervised control of the animals and for the purchase of animals under conditions to be specified in such contracts which shall be retained for control purposes. Payment for such animals shall be made out of the appropriation in s. 20.285 (1) (a).

(d) The board may establish such agriculturally related research and instructional programs at any institution as it deems advisable so long as such programs are compatible with a single statewide integrated research and extension program.

(4) DUTCH ELM DISEASE STUDIES. The board shall, through the college of agricultural and life sciences of the university of Wisconsin-Madison, authorize laboratory and field studies, research and experiments to determine the cause and control of Dutch elm disease. The various departments of the state shall cooperate with the university in this program.

(5) BROADCASTING STATION WHA AND WHA-TV, EXPERIMENTAL TELEVISION. The board of regents, as licensee, shall manage, operate and maintain broadcasting station WHA and WHA-TV and shall enter into an affiliation agreement with the educational communications board pursuant to s. 39.14 to provide that the board of regents shall grant the educational communications board the part-time use of equipment and space necessary for the operations of the state educational radio and television networks.

(6) GEOLOGICAL AND NATURAL HISTORY SURVEY. (a) The board shall have charge of the geological and natural history survey. Under the supervision of the state geologist, the survey shall study the geology, water, soils, plants, fish and animal life of the state and shall continue the topographic mapping of the state begun by the U.S. geological survey, but no money may be expended for topography unless an equivalent amount is expended for this purpose in the state by the U.S. government.

(b) The state geologist shall examine the lands of the state and classify them in accordance with their mineral content and geological and other evidences of the presence of minerals. For this purpose, competent agents and employes of the survey are authorized to enter upon any and all lands within the state.

(c) The geological and natural history survey shall examine the mines and explored mineral lands of the state by persons competent to make such examinations and make an accurate determination of the amount of ore therein, the expense of mining, the probable life of the mine and such other factors as may be necessary, in the judgment of the department of revenue and the geological and natural history survey, for a proper valuation thereof. For the purpose of this investigation all books, inventories, way-bills, maps, plats, correspondence and memoranda relating to or used in the transaction of the business of any person owning or operating any mine or explored mineral land, shall, on demand by the geological and natural history survey, or its authorized representative, be open to inspection or examination. Any person owning or operating any mine or explored mineral lands shall furnish for inspection to the geological and natural history survey, upon request, copies of all maps and plats that relate to the workings of the mine or the explored mineral lands.

(d) Any officer, agent, clerk or employe of the survey or department of revenue who makes known to any person except the officers of the survey or department of revenue, in any manner, any information given to such person in the discharge of such person's duties under par. (c), which information was given to such person with the request that it not be made known, upon conviction thereof, shall be fined not less than $50 nor more than $500, or imprisoned in the county jail for not less than one month nor more than 6 months, or imprisoned in the state prison for not more than 2 years. This paragraph shall not prevent the use for assessment purposes of any information obtained under this subsection.

(7) SOIL AND WATER CONSERVATION. The board may carry out the educational and administrative functions of s. 92.04 with the advice of the board of soil and water conservation districts. The board shall make available to the board of soil and water conservation districts such staff services as are necessary for the administration and coordination of its functions.

(8) WATER RESOURCES RESEARCH. Funds made available to the various state agencies for joint water resources research and data collection programs shall be administered and coordinated by the director of the water resources center of the university of Wisconsin-Madison. Such funds shall be made available, on application from the state agencies concerned, when the director, after seeking the advice of the water committee of the natural resources council of state agencies, finds the proposed projects to be consistent with other state projects and the needs of the state. The director shall make biennial reports to the legislature at the convening thereof.

(9) STATE SOILS LABORATORY. The board shall establish a state soils and plant analysis laboratory in connection with the college of agricultural and life sciences of the university of Wisconsin-Madison and the university of Wisconsin-extension. The laboratory shall, at the request of the owner or occupant of any lands in the state and upon the payment of such fees as are prescribed, make field examinations and analyses of the soil and plant tissue and when possible interpret the results of such investigation and make appropriate recommendations. The board through the college of agricultural and life sciences of the university of Wisconsin-Madison may cause an investigation to be made of methods of clearing cutover lands, perform experiments and demonstrations in conjunction therewith and provide related services to individual citizens at cost.

(10) PHARMACEUTICAL EXPERIMENT STATION. The board may establish, equip and maintain a pharmaceutical experiment station in the school of pharmacy of the university of Wisconsin-Madison for the purpose of cooperating with other state agencies in the cultivation of medicinal plants, the synthesis and production of high-grade drugs and the dissemination of related information and service to the citizens of the state.

(11) STATE LABORATORY OF HYGIENE. (a) The laboratory of hygiene shall be attached to the university of Wisconsin-Madison center for health sciences.

(b) The laboratory shall provide complete laboratory services in the areas of water quality, air quality, public health and contagious diseases for appropriate state agencies, and may perform examinations for licensed physicians, veterinarians, health officers and resource management officials as may be necessary for the prevention and control of those diseases and environmental hazards which cause concern for public health and environmental quality.

(c) The laboratory shall provide analytical support to the appropriate state agencies charged with water supply evaluation. The support service shall include an evaluation from a public health standpoint and analytical support to ascertain the water's suitability for manufacturing, commercial and recreational purposes as determined by the rules adopted by the department of health and social services and the department of natural resources.

(d) The laboratory shall be operated to furnish a complete laboratory service to the department of health and social services and the department of natural resources in the areas of water quality, air quality, public health and contagious diseases and to make available to the system, the department of health and social services and the department of natural resources such facilities for teaching in the fields of public health and environmental protection as may be derived from such a laboratory.

(e) The technical staff and other employes necessary to the operation of the laboratory shall be employed by the director from the eligibility rolls of the department of administration. The board, upon the recommendation of the chancellor of the university of Wisconsin-Madison, with the approval of the laboratory of hygiene board, shall appoint the director of the laboratory and such other members of its professional staff as are required for the administration of the laboratory.

(f) The laboratory of hygiene board may impose a reasonable handling fee for each test conducted by the laboratory. Tests conducted for other state agencies or local units of government shall be exempt from the handling fee.

(12) PSYCHIATRIC RESEARCH INSTITUTE. (a) The board shall house, equip and maintain the psychiatric research institute as a program of the university of Wisconsin-Madison center for health sciences. The psychiatric research institute shall be a facility for research, development and service to the state in the field of mental health. The institute may exercise the powers granted under s. 51.235.

(b) All property used by the Wisconsin psychiatric institute established under s. 51.235, except real property used by the institute and except property of the Wisconsin memorial hospital, is transferred to the board which shall hold such property for the use of the psychiatric research institute.

(c) The institute shall investigate medical and social conditions which directly or indirectly result in state care; develop and promote measures to relieve and prevent the need for state care; undertake special education and training; and generally seek by research and investigation to prevent conditions which result in state care. The institute shall render, under mutual agreement services to the state institutions under the jurisdiction of the department of health and social services and the department of public instruction. Such state institutions are open to the institute for research and training.

(12m) STATE CARTOGRAPHER. The state cartographer shall:

(a) Establish and maintain a union catalog of current and historical reference and thematic maps of all scales available in municipal, county, state and federal agencies relating to this state.

(b) Promote liaison among the municipal, county, state and federal mapping agencies and surveyors to facilitate coordination and to exchange information on mapping and cartographic activities.

(c) Keep abreast of the progress made by mapping agencies and their mapping developments.

(d) Collect, maintain and disseminate information regarding innovation in cartographic techniques and mapping procedures, map and air photo indexes and control data, map accuracy standards, legal aspects of map publication and such other matters as will facilitate an effective cartographic program for the state.

(e) Publish and distribute such special maps and map information as will promote the mapping of the state and preparation and use of maps by individuals, only to the extent, however, that such publication and distribution is not appropriately within the activities of any other state or commercial agency.

(f) Assist the department of natural resources in its work as the state representative of the U.S. geographic board and its other functions under s. 23.25.

(12) UNIVERSITY OF WISCONSIN HOSPITALS. (a) The board shall establish at the university of Wisconsin-Madison the "University of Wisconsin Hospitals" including the hospitals and hospital buildings associated with the state of Wisconsin general hospital and the Wisconsin orthopedic hospital for children.

(b) The board shall maintain, control and supervise the use of such hospitals for the purposes of:

1. Delivering comprehensive, high-quality health care to patients using the hospitals and to those seeking care from its programs.

2. Instructing medical students, physicians, nurses and members of other health-related disciplines.

3. Sponsoring and supporting research in the delivery of health care to promote the welfare of the patients treated and applying the advances in health knowledge to alleviate human suffering.

4. Assisting health programs and personnel throughout the state in the delivery of health care.

(c) Outpatient housing may be established in connection with the hospitals.

(d) General provisions for the operation of the hospital and admission of patients shall be consistent with ch. 142.

(14) REPORTS. (a) The board shall annually report on the progress, condition and needs of each of the institutions in the system, the courses of study in each, the number of faculty and students and the amount of receipts and disbursements.

(b) The board shall periodically report to the governor the important results of research efforts conducted within the system.

(15) MILITARY INSTRUCTION. The board may provide courses in military science and tactics.

History: 1973 c. 333 ss. 68, 201f(2); 1973 c. 335.

36.27 Tuition. (1) BOARD OF REGENTS TO ESTABLISH. The board may establish for different classes of students differing tuition and fees incidental to enrollment in educational programs or use of facilities in the system. Except as otherwise provided in this section, the board may charge any student who is not exempted by this section a nonresident tuition. The board may establish special rates of tuition and fees for the extension and summer sessions and such other studies or courses of instruction as the board deems advisable.

(2) NONRESIDENT TUITION EXCEPTIONS. (a) Any person whose parent or guardian has been a resident of this state for 12 months next preceding the beginning of any semester or session for which such person registers at a university or center or whose last surviving parent was a resident at the time of death shall, while such person continues as a resident of the state, be entitled to exemption from nonresident tuition, but not from incidental or other fees.

(b) Nonresident members of the armed forces and persons engaged in alternative service who are stationed in this state and their spouses and children shall be entitled to the exemptions provided in par. (a) during the period that such person is stationed in this state.

(c) A person may claim residence for tuition purposes in such person's own right. Any person claiming residence for tuition purposes in such person's own right must have been a resident of the state for 12 months next preceding the beginning of any semester or session for which such person registers at a university or center and in addition must show by clear and convincing evidence that such person is self-supporting and has made a contribution to the economy of this state.

1. Students may demonstrate that they are self-supporting by showing both that they have not been claimed as exemptions for federal or state income tax purposes by either parent or any person, except a spouse, for any of the 12 months prior to which they seek to establish that they are self-supporting, and that they have not received financial assistance, of any kind, including room and board, in excess of the resident fees established by the board for the preceding year, from one or both parents or from persons acting in loco parentis in the 12 months prior to the time they seek to establish that they are self-supporting. Students are considered to have received more than the maximum allowable

assistance if they have resided with their parents for 2 months or more during such 12 months.

2. Students who are self-supporting must show that they have made a contribution to the economy of this state by demonstrating that the funds for their support during the prior 12 months have been derived from sources subject to income taxation by this state. If the application of this standard creates a serious inequity or hardship to the student, evidence of substantial recent contributions to the economy of this state in the form of employment, investments, spending or taxes paid by the student may be considered to satisfy this requirement.

(d) In determining residence, the intent of the person to establish and maintain a permanent home in this state shall be determinative. The following factors may be considered in determining that intent: eligibility for voting in this state, motor vehicle registration in this state, a Wisconsin driver's license, filing of Wisconsin income tax returns as a resident taxpayer and employment in this state. Residence of a minor shall be presumed to be that of the minor's parent or guardian.

(e) Any person who has not been a resident of the state for 12 months next preceding the beginning of any semester or session for which such person registers at a university or center except as provided in this subsection, shall not be exempt from the payment of the nonresident tuition.

(3) TUITION REMISSIONS. Within the limits established by s. 20.285 (2) (d), the board may remit nonresident tuition either in whole or in part at each institution, but not other fees:

(a) To a number of needy and worthy nonresident students upon the basis of merit, to be shown by suitable tests, examinations or scholastic records and continued high standards of scholastic attainment. The aggregate amount of these nonresident remissions of tuition shall not exceed an amount equal to full remissions for 8% of the number of nonresident students registered at that institution in the preceding year, excluding those students participating in interstate agreements under s. 39.42.

(b) To additional individual students who, in the judgment of the board, are deserving of relief from the assessment of nonresident tuition because of extraordinary circumstances. The aggregate amount of these nonresident remissions of tuition shall not exceed an amount equal to full remissions for 2% of the number of nonresident students registered in the preceding year, excluding those students participating in interstate agreements under s. 39.42.

(c) The board may remit nonresident tuition, in whole or in part, but no other fees, except in special circumstances as approved by the chancellor, to worthy and needy foreign students and to students who are United States citizens but whose residence is not in the United States. The number of such remissions which may be awarded in any academic year at an institution shall not exceed 2% of the total full-time enrollment of students at that institution for the preceding academic year.

(e) In addition to the number of remissions of nonresident tuition authorized under this section, each state senator and each representative to the assembly may recommend a nonresident whose scholastic qualifications entitle such person to attend a university or center and whose nonresident tuition for a semester or the school year for which recommended shall be remitted by the board. Not more than one such remission per semester shall be made for any one legislator and each nonresident whose tuition shall have been remitted under this paragraph shall be entitled to continue in attendance for the period for which recommended if the nonresident continues to meet the system's general standards for continuance therein as a student. Such recommendations shall be submitted either annually or each semester to the board in such manner as the board designates not later than the end of the first week of instruction for the semester in which the remission of tuition is to be effective. A legislator who assumes office during a school year may make a recommendation for the 2nd semester of that year only when a recommendation of the legislator's predecessor is not effective for that term. Should any nonresident student who is recommended fail to matriculate for any semester a successor for such semester may be recommended by such legislator.

(f) In addition to the remissions of nonresident tuition under this subsection, the board may, as athletic scholarships, grant full remission of fees and nonresident tuition, up to the maximum number allowed by the appropriate athletic conference as recommended by the chancellor of each university.

(g) The board may remit nonresident tuition, in whole or part, to graduate students who are fellows or who are employed within the system as assistants with an appointment equal to at least 33% of a full-time equivalent position.

History: 1973 c. 333 ss. 68g, 68k, 201f (2); 1973 c. 335.

Note: Chap. 335, laws of 1973, which created this chapter of the statutes, also provided:

"Section 15. Effective date. The treatment of section 36.27 (2) of the statutes, as created by this act, shall take effect on July 1, 1975. Notwithstanding the repeal of chapters 36 and 37, 1971 stats., by this act, the provisions of sections 36.16 (1) (a), (ab), (ac), (ae), (ak), (b) and (3) and 37.11 (8) and (8a), 1971 stats., shall remain in effect until June 30, 1975."

A student who challenges his nonresident status unsuccessfully must reapply before the beginning of any new semester when he claims his status has changed. Hancock v. Regents of University of Wis. 61 W (2d) 484, 213 NW (2d) 45.

36.29 Gifts. (1) All gifts, grants, bequests and devises for the benefit or advantage of the system or any of its institutions, departments or facilities or to provide any means of instruction, illustration or knowledge in connection therewith, whether made to trustees or otherwise, shall be valid notwithstanding any other provision of this chapter and shall be executed and enforced according to the provisions of the instrument making the same, including all provisions and directions in any such instrument for accumulation of the income of any fund or rents and profits of any real estate without being subject to the limitations and restrictions provided by law in other cases; but no such income accumulation shall be allowed to produce a fund more than 20 times as great as that originally given. When such gifts, grants, bequests or devises include common stocks or other investments which are not authorized by ch. 881, the board may continue to hold such common stocks or other investments and exchange, invest or reinvest the funds of such gift, grant, bequest or devise in similar types of investments without being subject to the limitations and restrictions provided by law in other cases. No such investment shall knowingly be made in any company, corporation, subsidiary or affiliate which practices or condones through its actions discrimination on the basis of race, religion, color, creed or sex. Except as otherwise provided in this section, the board may invest not to exceed 75% of trust funds held and administered by them in common stocks, the limitation of 50% in s. 881.01 (2) to the contrary notwithstanding.

(2) All such gifts, grants, devises or bequests may be made to the board, the president, a chancellor or any officer, or to any person as trustee, or may be charged upon any executor, trustee, heir, devisee or legatee, or made in any other manner indicating an intention to create a trust, and may be made as well for the benefit of the system or any of its institutions, colleges, schools, departments or facilities to provide any means of instruction, illustration or knowledge in connection therewith, or for the benefit of any students or any class or group of students whether by way of scholarship, fellowship or otherwise, or whether for the benefit of students or any class or group of students in any course, subcourse, special course, postgraduate course, summer school or teachers course, oratorical or debating course, laboratory, shop, lectureship, drill, gymnasium or any other like division or department of study, experiment, research, observation, travel or mental or physical improvement in any manner connected with the system, or to provide for the voluntary retirement of any of the faculty.

(3) It shall not be necessary for a gift, grant, devise or bequest to exactly or particularly describe the members of a class or group of students intended to be the beneficiaries, but it shall be sufficient to describe the class or group. In such case, the board shall divide, graduate or otherwise categorize the students into such classes or groups as are necessary to select and determine those students belonging to the class or group intended.

(4) Any grant, contract, gift, endowment, trust or segregated funds bequeathed or assigned to an institution or its component parts for any purpose whatsoever shall not be commingled or reassigned.

History: 1973 c. 335.

36.31 Coordination with other educational agencies. (1) The board shall not, without the approval of the board of vocational, technical and adult education, broaden the system's post-high school training mission to include the preparation of persons for semiprofessional or skilled-trade occupations beyond those offered during the 1972-73 academic year. The board of vocational, technical and adult education shall not, without the approval of the board of regents, broaden its system's college parallel program offerings beyond those in existence during the 1972-73 academic year. In this section, "college parallel program offerings" means those courses approved and designated by the board of vocational, technical and adult education in compliance with s. 38.24 (1) which enables a student to continue education as a junior in a 4-year institution.

(2) The board of vocational, technical and adult education, in agreement with the board may designate courses other than those covered under sub. (1) as transferable for collegiate credit between the 2 systems.

History: 1973 c. 335.

36.33 Sale and relocation of agricultural lands. (1) LEGISLATIVE INTENT. The legislature finds and determines that, because of a) the problems resulting from the development of the city of Madison around certain agricultural lands of the university of Wisconsin-Madison; b) the desirability of consolidating lands used for agricultural instruction, research and extension purposes; c) the desirability of disposing of agricultural lands no longer needed by the university; and d) the need for land of better quality and of greater quantity for the purpose of improving and expanding agricultural research, it is in the public interest for the board to sell or lease, in whole or in part, the agricultural lands and improvements thereon owned by the board and located in sections 19 and 20, township 7 north, range 9 east, Dane county; section 27, township 7 north, range 8 east, Dane county; and section 22, township 22 north, range 8 east, Portage county; and to purchase other agricultural lands outside of the Madison urban area and to construct thereon the necessary buildings and improvements. The foregoing policy determination is made without reference to or intention of limiting the powers which the board may otherwise have.

(2) METHOD OF SALE; ASSESSMENTS. The board, in selling or leasing any part of the agricultural lands and improvements thereon, mentioned in sub. (1), shall sell or lease on the basis of either a) public bids, with the board reserving the right to reject any or all bids in the best interest of the state, or b) negotiated prices. Notwithstanding any provisions of law to the contrary, the lands in Dane county mentioned in sub. (1) shall be subject to special assessments for public improvements by the city of Madison, in the same manner and to the same extent as privately owned lands, if such public improvements are of direct and substantial benefit to such portions as have been platted for sale.

(3) BUILDING COMMISSION APPROVAL. The sale, lease and purchase of agricultural lands mentioned in sub. (1) shall be subject to the approval of the state building commission.

(4) PROCEEDS. The net proceeds from the sale of agricultural lands and improvements authorized by this section shall be devoted to the purchase of land and construction of improvements contemplated in sub. (1) but of any excess of revenue beyond the amount required for this purpose a sum not to exceed $3,500,000 shall constitute a nonlapsible fund for the purpose of erecting facilities for research and instruction in animal husbandry, agricultural engineering and agriculture and life sciences at the university of Wisconsin-Madison, and such funds shall become available upon consent and recommendation of the board and authorization by the state building commission.

(5) LOCAL TAXES. The lands mentioned in sub. (1) which are located in the city of Madison shall be subject to all general property taxes levied by the city of Madison in the event that they are used for commercial purposes. "Commercial purposes" does not include official use by the state or any of its agencies.

History: 1973 c. 335.

36.35 Misconduct; campus security. (1) POWER TO SUSPEND; RULES. The board may delegate the power to suspend or expel students for misconduct or other cause prescribed by the board. The board shall adopt rules under ch. 227 governing student conduct and procedures for the administration of violations.

(2) AUTHORITY TO RESTRICT PRESENCE OF PERSONS ON CAMPUS. The chancellor of each institution or the chief security officer thereof during a period of immediate danger or disruption may designate periods of time during which the campus and designated buildings and facilities connected therewith are off-limits to all persons who are not faculty, academic staff, employes, students or any other personnel authorized by the above named officials. Any person violating such order shall be subject to the penalties provided by law for criminal trespass.

(3) REQUIRING PERMISSION FOR PRESENCE ON CAMPUS. Any person who is convicted of any crime involving danger to property or persons as a result of conduct by him which obstructs or seriously impairs activities run or authorized by an institution and who, as a result of such conduct, is in a state of suspension or expulsion from the institution, and who enters property of that institution without permission of the chancellor of the institution or the chancellor's designee within 2 years, may for each such offense be fined not more than $500 or imprisoned not more than 6 months, or both.

History: 1973 c. 335.

36.37 Downer Woods preservation. (1) STATEMENT OF PURPOSE. The purpose of this section is to promote the permanent conservation and enhancement, by the university of Wisconsin-Milwaukee, of the area known as Downer Woods; to designate and protect, as a permanent conservancy area, at least 10 acres of the woods; and to permit limited modification, in a manner consistent with the aforesaid purposes, of that portion of the woods whose present character as park and woodland lends itself to utilization, by the university and the surrounding community, as essential recreational and aesthetic corridors.

(2) LEGISLATIVE FINDINGS. The legislature finds it in the public interest to recognize and foster the principle of environmental quality in the area known as Downer Woods by preserving it as a conservancy area and protecting it, consistent with sub. (4), from encroachment or disparate uses. The woods is the sole remaining natural area remaining on the campus of the university of Wisconsin-Milwaukee, and as such, its preservation and enhancement is consistent with the university's recognition of its need to protect and enhance its own physical environment, and to serve the pressing human need of its faculty, students and staff, as well as the greater Milwaukee community, to live and work in an urban environment which respects those portions of unspoiled nature which yet exist. The woods is a unique asset; it provides visual relief to the concentrated building pattern surrounding it, complements the urban landscape and affords aesthetically and psychologically attractive places for people to congregate and relax. In addition, the woods serves as a refuge for wildlife and vegetation, and is, therefore, an important educational, scientific and ecological resource to the university and the community. Its presence imparts priceless recreational and aesthetic values.

(3) Definitions. In this section, "Downer Woods" or "the woods" means those parcels of wood and parkland comprising 18.805 acres located on the campus of the university of Wisconsin-Milwaukee, and divided into 3 separate and distinct categories, which categories shall define the proper and permissible uses of the woods, as follows:

(a) Permanent conservation area, consisting of 11.101 acres, which is to be physically defined by means of fencing or other suitable means.

(b) Permanently reserved woodland, consisting of 3.018 acres.

(c) Park and woodland areas, consisting of 4.686 acres, which may be subject to limited modification, such as landscaping, but which are to be protected from disparate uses and encroachment.

(4) Downer Woods conservation. (a) That portion of Downer Woods designated a permanent conservation area is to be forever protected from encroachment or disparate uses, and its boundaries are to be defined and protected by fencing or other suitable means.

(b) That portion of Downer Woods designated as permanently reserved woodland shall be set aside exclusively for purposes of community enhancement and relaxation, and any disparate uses to or encroachments upon such land is prohibited.

(c) That portion of Downer Woods designated as park and woodland areas may be used by the university of Wisconsin-Milwaukee as recreational and aesthetic corridors, if any modifications made to such portions of the woods do not significantly alter the present character of such land, and any disparate uses to or encroachments upon such land is prohibited.

History: 1971 c. 115

Insurance and Risk Management Policies

SOURCE: Assistant to Assistant Chancellor for Administrative Services -- Dale E. Brock

Preservation of University assets is a major responsibility of all University departments. Departments are custodians of the property which the University has entrusted to them. Departments must, therefore, manage those risks which could destroy or deplete their assets. However, before these risks can be controlled, they must be recognized.

What is Risk Management?

Risk Management is the acceptance of responsibility for recognizing, measuring, and controlling the exposures to loss which are created by the activities of the University. By contrast, insurance management involves responsibility for only those risks which are actually insured against.

Some definitions are in order:

Risk is uncertainty of loss.
Peril is a source of loss (fire, windstorm, embezzlement, etc.)
Hazard is a condition which increases the likelihood of loss (e.g., a known embezzler hired as a bookkeeper)

With these definitions in mind, we can now delineate the principles of Risk Management as they apply to the University. However, because of the diversification within the University, it is difficult to establish procedures which will fit all situations equally. For instance, some departments operate entirely on University owned property, while others carry out many of their operations in the field and their exposure to loss varies greatly.

Purpose

All departments are exposed to the perils of fire, burglary, automobile accidents, and liability for injury on the premises. Some of these departments also have exposures in the area of malpractice, destruction of property on loan to the University, and the destruction of highly sophisticated equipment through negligence.

Therefore, an intelligent approach to Risk Management and insurance is necessary. Insurance is not purchased out of desire, but out of necessity. It is not a commodity which is enjoyed or displayed or sought after by its owner. It is one of the few things which is bought with the hope that it will never have to be used.

University departments should not leave these things to chance, but should follow established procedures to control the risks.

The purpose of the following information is to alert University departments to the nature of their risk, and to provide at least the basic pattern for management to follow in the study of these risks.

RISK MANAGEMENT

A function of Risk Management is to organize and carry out a plan to control the risks to which the University is exposed. Departments can find qualified help in the UW-Whitewater Safety and Security Office or in the Office of the Assistant to the Assistant Chancellor for Administrative Services. With this assistance, they can follow certain procedures to control risks adequately and to obtain an objective loss prevention program. These steps are:

1. Recognize and appraise the risk.
2. Estimate the probability of loss due to the risk.
3. Select the optimum method of treating the risk.
4. Implement a plan to carry out the selected method.

The main concern of most departments is the risk to property. This term embraces all possible loss arising out of either destruction, confiscation, or loss of use of University property, or in many cases, personal assets. Some examples:

1. Loss by Destruction -- Property may be destroyed by fire, flood, wind, breakage, deterioration.
2. Loss by Confiscation -- Property may be confiscated by an act of crime such as theft, embezzlement, robbery, burglary, holdup, forgery and conversion.
3. Loss of Use -- When property is destroyed or confiscated, the loss is often increased because of the indirect loss resulting therefrom. Loss of rents, interest, and additional expense incurred are all indirect losses. Much greater than the loss to physical property, is the loss to records and data which were accumulated over a number of years.

METHODS FOR TREATING RISK

There are established and tested techniques by which property exposures may be controlled.

1. Avoiding Risk. A risk may be avoided by not accepting or entering into the event which contains the exposure. For example: If a rental contract calls for the University to be responsible for all occurrences in the space, when the University uses only part of the space, the clause can be deleted or rejected in its entirety. This method has severe limitations because such a choice is not always possible, or if possible it may require giving up some important additional advantages. Nevertheless, in a large number of situations risk avoidance is both possible and desirable.

2. Spreading Risk. It is possible to spread the risk of loss to both money and property. Duplication of records and documents; and then storing the duplicate copies elsewhere is an example of spreading the risk. Too many times a small fire in the file room has wiped out the entire records of departments' operations.
3. Loss Prevention or Reduction of Risk. "An ounce of prevention is worth a pound of cure," according to an old saying. Today, this statement provides the guide for the control of risk. Risk may be reduced, eliminated, or certainly controlled by using a well-planned loss prevention program.

These are some of the points all departments should consider in their efforts to reduce loss:

A. Utilization of the Campus Security, Safety, and Risk Management Departments.

B. Better physical protection of money and records through the use of high quality safes, vaults, and filing cabinets. If they are available, they substantially reduce the possibility of destruction or confiscation by illegal means. When facilities are available for the storage of money or valuable equipment, access should be limited to as few people as possible. Cash handling procedures are controlled by statute. At least once a week any cash that is in the office must be deposited in the University Cashier's office. Safekeeping arrangements should be made for any other valuable equipment.

C. In requesting a site for storing valuable property, a number of items should be reviewed to reduce the possibility of loss. They include:

   1. High water level. Avoid basements, gulleys and areas where flood history exists.
   2. Heating system. Steam can, over a long period, be more damaging than water.
   3. Exposure. Surrounding area should be checked for hazardous exposures such as storage or use of gas, oil and chemicals.

D. Housekeeping. Preventive Maintenance: Probably no hazard has resulted in causing more accidents than poor housekeeping. Good housekeeping procedures include, but are not limited to:

   1. Reporting poor workmanship of custodial personnel to proper supervisor.
   2. Asking for assistance in preventive maintenance of equipment, tools, and building.
   3. Controlling neatness and traffic flow patterns internally.

There are basically two approaches to loss prevention:

A. Engineering risks; and
B. Personnel administration or human relations.

The engineering approach emphasizes mechanical causes of accidents, such as defective wiring, improper disposal of waste products and unguarded machinery. The consideration of engineering is an essential part of any loss prevention and reduction program. Yet, many times neglect or just plain carelessness by University employees is the major cause of personal injuries and property damage.

Workmen's Compensation and Health Insurance Programs were implemented to act as a cushion to the financial loss that may result from an accident to employees.

There is no way completely to compensate for the pain, suffering, dismemberment, or disfigurement that may result. Looking for ways to prevent injuries is the key.

4. Retention, Assumption or Acceptance of Risk. These methods must be of particular interest to an operation as large as the University. Which risks should be retained by the University? Too many risks are accepted unintentionally through unawareness of the exposure. Many risks have to be retained because there is no other choice. Example: Hazards due to the acts of nature. Today, with the many new concepts of insurance, it is possible to insure against almost any risk except war and taxes if one is willing and able to pay the premium. It is not, however, always economical to do so. Therefore, some risks are retained, assumed, or accepted. Examples of these types of risk are: glass breakage and theft of University-owned property. The importance and economic value of risk is periodically reviewed in relationship to the size of the operation. The probability and potential amount of loss is also considered.

5. Transfer of Risk to Insurance Carrier or Others. Risk may be transferred contractually. The Vice President for Administration has signed certain insurance contracts for the University of Wisconsin System. Other insurance contracts may be entered into by the University but they must be first reviewed by the Central Risk Management. No contractual risks should be transferred to the University unless there is adequate knowledge of them. This means local campus review is necessary through the Office of the Assistant to the Assistant Chancellor for Administrative Services. Many risks can and should be transferred to an insurance company. By doing so, that part of the risk if reduced to a certainty--the amount of the premium.

Accident Reporting

SOURCE: Assistant to Assistant Chancellor for Administrative Services -- Dale E. Brock

Accidents involving UW-Whitewater vehicles or private vehicles on official University trips require the following actions:

The driver of any UW-Whitewater vehicle or private vehicle on an official University trip which is involved in an accident shall PROMPTLY report such accidents to the Assistant to the Assistant Chancellor for Administrative Services, A2253. Accidents involving bodily injury to any person involved in the accident, or property damage to a University vehicle which is estimated to be in excess of $200.00 are to be reported by telephone (414-472-1010). The driver is to complete and sign an INCIDENT REPORT form (AD86), copy attached hereto, and file with the Assistant to the Assistant Chancellor for Administrative Services as soon as possible following the accident. Blank forms may be found in the glove compartment of each University vehicle or obtained from the Office of the Assistant to the Assistant Chancellor for Administrative Services, Room 2253 of the Andersen Library.

Wisconsin law requires that the driver make a report (form SR19) to the Division of Motor Vehicles within 10 days from the date of an accident if the combined property damage is $200.00 or more, or any personal injury regardless of how minor. The prescribed forms may be obtained from any police department. The office of the Assistant to the Assistant Chancellor for Administrative Services also has a supply of the State forms.

Incidents or accidents other than automobile:

Any incident or accident on the UW-Whitewater campus, or involving a UW-Whitewater activity off-campus, no matter how minor it may appear at the time, must be PROMPTLY reported to the office of the Assistant to the Assistant Chancellor for Administrative Services, A2253, by the supervisor of the activity involved. Failure to promptly report such incidents could exclude the liability coverage to the point that any monitary payment may become a personal responsibility of the person involved [s. 895.46 (1)].

Report immediately by telephone incidents involving bodily injury, property damage of $200.00 or more, and where court summons and complaints have been served. The supervisor of the activity involved is to complete and sign an INCIDENT REPORT form (AD86), copy attached hereto, and file with the Assistant to the Assistant Chancellor for Administrative Services regardless of its severity.

INCIDENT REPORT

AD 86

State of Wisconsin
STATE RISK MANAGEMENT
1 West Wilson
Madison, WI 53702

Complete this report and submit to your agency representative

☐ **VEHICLE INCIDENT** – complete both sides

DO NOT DISCUSS INCIDENT WITH ANYONE EXCEPT REPRESENTATIVE OF THE STATE OF WISCONSIN OR POLICE

☐ **OTHER INCIDENT** – complete this side only

Please print or write legibly

Agency Name	Division/Institution		Agency No.
Agency Address – Street, City, Zip		Agency Person to Contact	Telephone
Name and Address of Employe Involved			Work Telephone
Location of Incident – Street/Highway, City, County, State		Incident Date	Incident Time AM PM

Describe how incident happened

	Name	Address – Street, City, State, Zip	Telephone
Witnesses			

	Name of Person injured	Address – Street, City, State, Zip	Kind of Injury	Telephone
Injuries No Matter How Minor				
	Name of Doctor or Hospital	Address – Street, City, State, Zip		Telephone

Property Damage Other Than Vehicle	Name of Owner	Address – Street, City, State, Zip	Telephone
	Kind of property		
	Address where damaged property may be seen		Est Repair Cost

Name of Person Making Report	Signature	Date

If this is a vehicle incident report, complete reverse side

COMPLETE THIS SIDE FOR VEHICLE INCIDENTS ONLY AFTER COMPLETING OTHER SIDE

Vehicle State Employe Driving

Vehicle Make	Year	Body Type	License No.	Identification No.	Fleet Number
Name of Owner or Leasing Company				Address—Street, City, State, Zip	
Name of Driver			Age	Address—Street, City, State, Zip	Telephone
Driver License No.			For what purpose was vehicle being used at time of incident?		
Address where vehicle may be seen				Describe parts damaged and extent of damage	

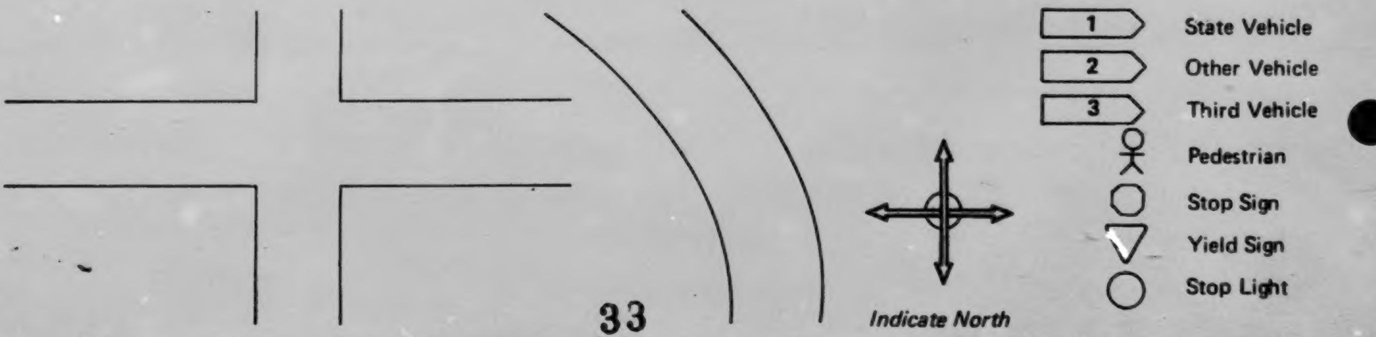
Other Vehicle Involved

Vehicle Make	Year	License No.	Estimated Cost of Repairs	
Owner Name		Address—Street, City, State, Zip		Telephone
Driver Name	Age	Address—Street,City, State, Zip		Telephone
Vehicle is Insured ☐Yes ☐No ☐Unknown		Name of Insurance Company		
Address where vehicle may be seen		Describe parts damaged and extent of damage		

	Names of Passengers	Address—Street, City, State, Zip	Telephone
Passengers in State Vehicle			
Passengers in Other Vehicle			

Street or Road State Vehicle was Traveling		Direction		Speed mph
Street or Road other Vehicle was Traveling		Direction		Speed mph
State vehicle lights on ☐Yes ☐No	Other vehicle lights on ☐Yes ☐No	What traffic controls?	For whom? ☐State ☐Other	Speed Limit mph
Did either driver give turning signal of any kind? ☐Yes ☐No	If yes, who?	If intersection, who entered first?		
Did Police investigate? ☐Yes ☐No	Citations Issued ☐State ☐Other ☐None	Charge		
Police Address		Describe road and weather conditions		

Please complete this diagram. Show names of streets, direction and position of automobiles, and point of contact. Use solid line to show path before accident, dotted line to show path after accident.



Accident Reports--Workmen's Compensation

SOURCE: Personnel Office -- Mark J. Rehrauer

Any employee--faculty, classified or student, who receives an injury or has an accident on the job, must report same to his immediate supervisor at once. The supervisor will notify the Personnel Office, which in turn will send an accident report form to the supervisor for completion. There is an open panel of doctors for selection by the employee for medical attention. In cases of lost time of three days or more or any serious injury, additional information will be needed by Personnel for its first report. Report this type of accident to the Personnel Office at once. All bills should be sent to Personnel for processing. The Personnel Office will handle the submission of all data to Madison for Workmen's Compensation, etc., after data has been submitted to the Personnel Office.

The important part is the immediate reporting of the accident to Personnel for record.

Agent (Non-Employee) Liability Protection

SOURCE: Assistant to Assistant Chancellor for Administrative Services -- Dale E. Brock

The State of Wisconsin provides liability protection for its officers and employees when acting within the scope of their employment. This protection can also be extended to AGENTS which includes such non-employees as volunteers, trainees, students-in-training, and the like when there is a WRITTEN AGREEMENT and the conduct of such non-employees is within the scope of the written agreement.

Coverage does not apply to the general student and volunteer body nor the activities in which they are involved. The intent of the statutes as related to "AGENTS" is to provide protection when there is a direct and substantial benefit to the University. Control by the University is necessary for coverage to be applicable. Control exists if the University makes the appointment, schedules the tasks to be performed, provides supervision and dismisses unsatisfactory performers.

Before protection may be extended to agents (non-employees) who qualify for such protection it is necessary for the program director or supervisor in charge to submit a written PROGRAM STATEMENT of the purpose of the program, its duration and the general duties and responsibilities of the participants to his Dean, Executive Director or other higher level administrator for approval. The list of the participants should be attached or an indication should be made as where the list of participants is maintained.

If upon review by the Dean, Executive or other higher level administrator the program statement is approved and found to meet with the intent of the liability statutes relating to University business, it should be endorsed as having the State liability coverage extended to participants when acting in accordance with the program statement. A copy of the completed agreement between the program director and dean (or others) should be sent to the office of the Assistant to the Assistant Chancellor for Administrative Services. His office will also answer questions related to agent liability protection.

A sample outline of an agent liability PROGRAM STATEMENT is on the reverse side.

BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

UNIVERSITY OF WISCONSIN-WHITEWATER

AGENT LIABILITY STATEMENT

TO: Dean ______________________________
College of ______________________________

FROM: ______________________________, Director
______________________________ Program

The purpose of ______________________________ program is ______________________________. It is expected that participation in the program will commence on ______________ and continue until ______________.

The general duties and responsibilities of the participants are ______________________________. Any changes in the scope of the program will be communicated to you in writing. A list of the currently involved participants is attached. Request is made that liability protection be extended to these participants.

______________________________ ______________
Signature of Program Director Date

TO: ______________________________, Director
______________________________ Program

FROM: ______________________________, Dean
College of ______________________________

Your request for agent coverage has been reviewed. We find that it does meet with the intent of the liability statutes relating to University business. Therefore, your participants will have the State liability coverage extended to them when acting in accordance with this statement.

______________________________ ______________
Signature of Dean Date

Medical Insurance Coverage for Special Projects, Camps, Clinics, Etc.

SOURCE: Assistant to Assistant Chancellor for Administrative Services -- Dale E. Brock

Two types of special medical coverage are available to the supervisors of special projects, such as camps, clinics, etc., through the University Insurance Office. One is for comprehensive medical coverage (broad coverage); the other is for a more limited coverage due to accidental injuries. Whether either is needed depends on project exposures, contract requirements, coverage already in existence under a personal or parent's policy, and so forth. In many cases the accidental coverage may be desirable because parents and/or insurance companies will often look to the University for payment if the participant was injured while enrolled in a University project.

In order for the insurance to be obtained, and premiums paid, through University channels, the coverage must be required of all participants, or noted in the project literature that coverage is provided, and the premiums included in the appropriate fees or budgets.

While the coverage and premiums differ between the two plans, the procedures are similar. Coverage outline for both plans follow:

PLAN I. Special Project "Broad" Medical Coverage.

Rate: Single--$3.60 for each two weeks of coverage or fraction thereof.
Two Party--$9.40 for each two weeks of coverage or fraction thereof.
Family--$10.75 for each two weeks of coverage or fraction thereof.

Coverage: $10,000 maximum for basic physicians and hospitalization services (hospitalization subject to $25 deductible). $20,000 major medical coverage above basic benefits after $50 deductible. Semi-private room rate. Emergency medical care.

PLAN II. Camps, Clinics, Etc., "Accidental" Coverage.

Rate: General activities--25¢ per week or fraction thereof per student. Sports or hazardous activities--50¢ per week or fraction thereof.

Coverage: $1,000 medical coverage due to accident with no deductible or limits for type of treatment. The $1,000 limit also applies to dental expense due to accident. In-hospital expense is excess over other valid and collectible insurance.

NOTE: If the student involved will be living on the campus, coverage would apply 24 hours per day. If the individual student commutes daily to the camp, coverage would apply while the student is participating in the activities at the camp.

Provisions in either of the plans are subject to change annually. Please contact the Assistant to the Assistant Chancellor for Administrative Services (472-1010) for any changes in rates or coverage; or for any procedural assistance.

IMPLEMENTATION

1. Choose the plan which best suits the needs of your special project.
2. Indicate in the project literature that coverage is required or provided and premiums included in the special project fees.
3. Send a preliminary list of project participants (names and addresses) to the University Insurance Office (c/o Dr. Brock, A2253) well in advance of the beginning date of the special project. The list should be identified as to the name of the special project, the beginning date, the termination date, and the insurance plan desired. (Additional information is needed for Plan I--contact Insurance Office.)
4. At the end of the special project (camp, clinic, trip) send a list of actual participants with the necessary premium. (For Plan I the check should be made out to "Wisconsin Physicians Service"; for Plan II the check should be made out to "Michael Dean Insurance Agency.")
5. Claims, if any, would be handled through the University Insurance Office.

Acquisition of Materials and Services

SOURCE: Executive Director of Business Services -- Dean W. Wolf

The acquisition of all materials and services exceeding $50 in cost must be on authorized State of Wisconsin purchase orders. A properly prepared and signed "Requisition--Equipment/Supplies/Services" form should be forwarded to the Purchasing Office. The Purchasing Office will process the request in accordance with current Bureau of Purchasing and Board of Regents regulations, and issue the appropriate purchase order.

Most supply items are available from Central Stores. The Stores Catalog or Blanket Orders with local vendors should be used to obtain these items. Those not obtainable from Stores can be acquired by submitting a "Requisition--Equipment/Supplies/Services" form to the Purchasing Office. Purchases less than $50 in cost and not available from Central Stores, can be obtained by individual departments and paid for by the direct (green) voucher method.

Wisconsin State Statutes also require that all repairs of office equipment be covered by Contract Release Orders. Offices which have equipment that needs service, should contact the Purchasing Office, and that office will arrange for the repair. Vendors should not be contacted directly.

Acquisition of emergency requirements can be expedited by contacting the Purchasing Office. Emergencies are normally the result of machinery or equipment failures. There can be no emergency purchases of capital items or equipment.

Purchases other than as outlined in this Handbook are considered unauthorized purchases and are the personal responsibility of the individual involved. The State will not be held liable.

Purchases from faculty and staff of UW-Whitewater are prohibited.

Lease/Rental of Material and/or Equipment

SOURCE: Executive Director of Business Services -- Dean W. Wolf

The Wisconsin Department of Administration directs that all policies and regulations pertaining to outright purchase shall apply equally to leasing and renting of materials and equipment.

All proposed leases or rentals of material and equipment must be requisitioned through the University of Wisconsin-Whitewater Purchasing Agent in the same manner as requisitions for the purchase of supplies and equipment. The Purchasing Agent will comply with State regulations in the method of issuing purchase orders for lease or rental of material and equipment.

Purchases from Faculty and Staff Prohibited

SOURCE: Executive Director of Business Services--Dean W. Wolf

Departments and offices of University of Wisconsin-Whitewater are prohibited from purchasing personal property from members of the University of Wisconsin-Whitewater faculty and staff.

Guidelines for Charging Field Trip Expenditures to GPR Funds

SOURCE: Executive Director of Business Services--Dean W. Wolf

Field trips authorized by departmental chairmen can be funded through GPR accounts. Such field trips must meet the following criteria:

1. The field trip is a course requirement for all students in the course.
2. The field trip is listed as a requirement in the course description printed in the University Bulletin.
3. If the field trip is not listed as a requirement in the University Bulletin but such trips have been taken in the past, then the departmental chairman should forward a memorandum at least two weeks prior to the proposed trip to Mr. Klug, Controller, stating:
   a. the purpose of the proposed trip; and
   b. the fact that similar trips have been taken in the past including the frequency, i.e. every semester, once a year, etc.

   Mr. Klug will then clear the trip with Central Administration and notify the departmental chairman of the clearance.
4. The only field trip expenses to be charged to GPR funds are transportation costs and admission fees where applicable.

Field trip expenses will be charged against departmental service and supply accounts.

Under new regulations, students cannot be charged for field trips that are a requirement for a course.

Along with notifying the University Insurance Officer, Dr. Dale Brock, of all field trips, it is also requested that departmental chairmen forward a memorandum to Mr. Klug, Controller, prior to the trip indicating that the trip is a course requirement and where this fact is stated in the University Bulletin. (In the case where the field trip is not mentioned in the University Bulletin, the memorandum forwarded to the Controller under Step #3 is sufficient.) This information is necessary to provide documentation when trip expenses are paid.

Group Travel Advance Account

SOURCE: Executive Director of Business Services--Dean W. Wolf

Effective this date Faculty Advisors of student activities obtaining advances from the Group Travel Advance Fund for student trips, etc., must complete travel vouchers and turn in receipts of expenditures WITHIN TWO (2) DAYS following the completion of such trips. No additional advances from the Group Travel Advance Fund will be made to any Faculty Advisor or department having a travel account outstanding beyond the two-day period.

UNIFORM GUIDELINES FOR TRAVEL EXPENSE
STATE OF WISCONSIN

I. POLICY

Chapter 39, Laws of 1975, created s.20.916(8) and s.16.535(7)(b). Section 20.916(8) of the Wisconsin Statutes states, "The department of administration shall establish uniform guidelines regarding employe travel expenses which shall include recommended average amounts and maximum permitted amounts for meal and lodging costs." Section 16.535(7)(b) of the Wisconsin Statutes states, "The department of administration shall not approve for payment any travel vouchers which exceed the maximum amounts specified in the guidelines established persuant to s.20.916(8)." This bulletin sets forth the State of Wisconsin's policy with respect to travel expenses incurred while on official business.

Provisions in contracts for represented employes which apply to travel expenses supercede the provisions of these guidelines.

Employes on travel status are expected to exercise good judgment when incurring travel costs. An employe shall be reimbursed for actual, reasonable and necessary travel expenses incurred while on official authorized state business. Section 16.535 and Section 20.916 of the Wisconsin Statutes outline State of Wisconsin policies as they pertain to specific travel expenses.

When registering in hotels or motels or signing for any official purpose, state employes should use their business address and identification and ask for government discounts.

All travel shall be planned with the principles of fiscal austerity and energy conservation in mind.

Maximum use should be made on telephone and postal service as a way to minimize the need to travel.

Meetings and conferences must be planned to require a minimum amount of travel and lodging expense. State owned facilities must be used whenever available.

Except in the most exceptional circumstances, a department should send only one person to approved out-of-state conventions, seminars or conferences.

When a number of state employes are traveling to the same destination, it is their responsibility to arrange for pooled transportation.

When requesting travel advances, employes are encouraged to request an amount adequate to cover 80 percent of their anticipated travel expenses for the entire month. Transportation charges for approved, official business can be arranged through a travel agency and charged directly to the university. No other charges are to be billed directly to the institution.

II. DEFINITIONS

A. "Employe" means any officer or employe of the state, or any person rendering voluntary service to the state, and any legislator, council member, board member or judge.

B. "Headquarters city" encompasses the political boundaries within which an employe's permanent work site is located and the area adjacent to it within a radius of 15 miles from the employe's permanent work site.

III. AUTHORITY FOR TRAVEL

A. Within State

Necessary travel for official state business will be authorized by the department based on the needs of the job to be performed.

Note: Business travel to Chicago or within a 50-mile radius of Wisconsin will be classified as within state travel.

B. Out-of-State

A request for out-of-state travel must have prior approval from the Assistant Chancellor for Administrative Services. (See Out-of-State Travel Request form and instructions in the appendix on page 15.) Specific authorization is necessary for each trip. This can be done in advance through an approved travel plan.

Gubernatorial appointees should file an advance travel plan quarterly with the Secretary of the Department of Administration. Other appointees should file an advance travel plan at least quarterly with their appointing authority.

IV. MODE OF TRANSPORTATION

Reasonable transportation expenses incurred on necessary, authorized trips away from the headquarters city are reimbursable regardless of the type of transportation used. However, all travel should be by the most direct route. If an individual, for personal convenience, does not use the most direct route, and incurs additional expense, such additional expenses must be considered personal with reimbursement limited accordingly. In general, employes should travel by public transportation (bus, train or commercial airplane).

Expenses for travel will be reimbursed as follows:

A. Air Travel

1. Except with the written approval of the Secretary of the Department of Administration, the maximum permitted amount for air travel shall be limited to the fare for the lowest jet class available. In most cases reservations can be made well in advance to assure that the lowest air fare available is obtained.

2. Flight insurance coverage for employes is not allowable as a reimbursable expense.

3. The passenger copy of the airline ticket must be attached to the travel voucher.

4. When a favorable price differential exists, round-trip tickets should be purchased.

5. To reduce the cash outlay for travelers, tickets may be charged directly to the university by a travel agency.

6. (a) If use of a private airplane is authorized by the Chancellor, reimbursement will be at the current rate, as provided by 20.916(5)(a) of the Wisconsin Statutes.

   (b) The head of the state agency whose members or employes are authorized to use their own airplanes in their work for the state shall file annually with the Department of Administration a list of all persons so authorized and the airplane so to be used with a statement of the passenger capacity of each such airplane as provided by s.20.916(5)(b).

B. Travel by Train

1. Travel by train shall be limited to coach unless overnight, where accommodations shall be limited to roomette.

2. Receipts are required and are to be attached to the travel voucher.

C. Travel by Bus

1. An employe traveling alone on a one-stop basis between Madison and downtown Milwaukee must go by inter-city bus. When the destination is downtown Chicago, the employe should utilize the bus whenever feasible.

2. Receipts are required and are to be attached to the travel voucher.

3. If the bus should have been used, reimbursement may be limited to bus fare.

D. Taxis and Airline Limousines

Reasonable charges for taxis and air limousines, including taxi tips at a maximum rate of 15% of the charge, are reimbursable when other modes of travel are not available or practical. Limousines are generally available at travel centers and must be utilized.

E. Automobile Transportation

1. Use of State Pool Cars

   (a) Pool cars should be used whenever an automobile is required for conducting official state business on an occasional basis.

   (b) Only employes and authorized agents of the state with a valid driver's license are permitted to drive state vehicles. Students or non-employes may drive only when a driver authorization form is filed in advance of the trip with the designated unit representative or for reasons of health and safety.

   (c) Drivers of state pool vehicles must have completed the Defensive Driver's Training Course prior to operating a state pool vehicle and must be on the driver authorization list.

   (d) Credit cards are provided with each car and should be used when any expenses are incurred. The only expenses in connection with state-owned automobiles which can be claimed on a travel voucher as reimbursable are:

(1) storage, parking and toll charges

(2) expenses incurred where the credit cards are not accepted and emergency expenditures related to operations of the automobile. Receipts showing the fleet number of the car are required.

(e) If an accident occurs, an employe must obtain all the pertinent information while on the scene and report it as soon as reasonably possible to the risk management or fleet offices.

2. Use of Privately Owned Vehciles

(a) Privately owned vehicles may be used when pool cars are not available. If a pool car is not available, a certificate of non-availability should be obtained and attached to the travel voucher. Unless proof of non-availability is furnished, the mileage allowance shall be at a rate equal to the cost of operation of state cars, .085¢ per mile. The use of personal vehicles for out-of-town travel is limited to situations where other modes of transportation involve excessive loss of time, or where use of common carrier is not otherwise practical.

The university motor pool will forward to university accounting a log of requests for fleet vehicles which were denied because of non-availability of a university auto. Travel expense reports submitted with claims for mileage reimbursement for use of a personal auto will be audited against this log.

(b) Employes who are authorized to use their personal automobile for state business will be reimbursed at the rate detailed in Section 20.916(4)(a) or (b) of the Wisconsin Statutes. Charges for repairs, tow service, lubrication, etc., are not reimbursable items.

Current mileage reimbursement rates are 11¢ per mile for the first 600 miles per month and 7¢ per mile for each additional mile. Information regarding changes in the mileage reimbursement rates will be published in the UW-W Reporter.

(c) When a privately owned vehcile is used in lieu of air transportation for personal convenience or preference, reimbursement is limited to the lesser of the lowest class air fare available or meals, lodging and mileage at rates specified in Section 20.916(4)(a) of the Wisconsin Statutes. There will be no reimbursement for such enroute expenditures as meals and lodging which would not have occurred if the lowest class air transportation had been used.

(d) The starting point and destination should be stated daily on the travel voucher. An explanation should be provided for mileage in excess of normal mileage necessary for conducting official state business. Normal mileage is defined as the most direct route between the point of departure, whether it be your residence or headquarters city, and destination. All mileage necessary in conducting approved university business is reimbursable.

(e) Parking charges incurred in headquarters city, resulting from daily trips from an individual's residence to the headquarters, are not reimbursable. Other parking charges incurred while on official business, as authorized, are reimbursable if incurred as a result of the job and approved by the head of the agency. (See the Administrative Practices Manual bulletin on "Reimbursement for 'Home Base' Parking Expenses.")

Traffic citations, parking tickets and other traffic violation expenses are the employes responsibility.

3. Car Rentals

(a) Normally, employes will not rent cars. There are two exceptions to this restriction:

(1) There may be situations when state cars are not available and when public transportation is so inconvenient and costly in time that a rented car should be used. An explanation of the circumstances should be included with the travel voucher.

(2) When transportation is required at the destination, a rented car should be evaluated against other modes of transportation. Many times extensive travel at the destination can be done at less cost by a rented car than multiple taxi fares. This is especially true if a number of employes are involved.

If an exception is made, prior approval by the Chancellor is needed.

(b) Only the reasonable cost of compact models is reimbursable. Discounts and/or weekly rates are available if proof of employment by the State of Wisconsin is presented to the rental agent.

(c) When renting cars, the collision damage waiver insurance for the first $100.00 damage to the car should not be purchased. Collision expense resulting from business use is reimbursable.

(d) Personal accident insurance purchased by an individual is not reimbursable by the state. State employes are covered under worker's compensation while traveling on official state business.

(e) The vendor's original invoice is required in order to claim reimbursement.

V. MEALS

A. The claim for meals should represent actual and reasonable and necessary costs expended for meals.

B. Recommended average amounts and maximum permitted amounts for meals, including tax and tip are:

	Recommended Average Per Meal	Maximum Permitted Per Meal
1. Travel In-State:		
Breakfast	$1.50	$ 2.00
Lunch	2.50	3.00
Dinner	5.00	6.00
	$9.00	$11.00
2. Travel Out-of-State:		
Breakfast	$ 2.00	$ 3.00
Lunch	3.00	4.00
Dinner	6.00	7.00
	$11.00	$14.00

C. Reimbursement for meals will be allowed on trips which do not necessitate an overnight stay only on the following conditions:

1. Breakfast, provided the employe leaves home before 6:00 a.m.

2. Lunch, provided the employe leaves his/her headquarter city before 10:30 a.m. and returns after 2:30 p.m.

3. Dinner, provided the employe returns home after 7:00 p.m.

D. Federal Internal Revenue Service regulations require employes to report, as income, certain meal expenses reimbursed by the employer for trips not involving an overnight stay. Retain copies of your travel vouchers for tax purposes as the institution cannot provide this information.

E. 1. Receipts for meals are not required.

2. No reimbursement may be made for the cost of alcoholic beverages.

3. The cost of meals, tip and tax should be entered as one amount on the travel voucher.

VI. HOTEL AND MOTEL EXPENSES

A. The choice of lodging should be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, an employe should stay in a single hotel or motel room at a reasonable rate for the community. Employes traveling together should, whenever feasible, share lodging accommodations. The employe should consult the procurement operational bulletins provided by the Department of Administration, which list special motel/hotel rates for most localities in the state and some major cities outside Wisconsin. The most current edition of this directory, which was recently distributed to all state agencies, is Bulletin #199-48, dated September 29, 1975 and is available upon request at the Purchasing Office, Library 1026. A reservation should be made confirming the availability of a room at the approximate specified rate in the bulletin.

Lodging costs associated with attendance at conferences, workshops or seminars are reimbursable only for the maximum amounts authorized as shown below.

B. Recommended average and maximum permitted amounts for lodging, including sales taxes, are:

	Recommended Average	Maximum Permitted
In-State travel, except Milwaukee	$12.00	$16.00
Out-of-State travel, including Milwaukee but excluding cities listed below:	16.00	19.00
Washington, D.C., Chicago, San Francisco, Boston and Los Angeles	22.00	26.00
New York City	27.00	36.00

C. Employes should observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employe who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

D. All lodging expenses must be supported by the original machine printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute. Expenses for lodging at homes of relatives or friends are not reimbursable.

VII. MEETING FACILITIES

Public facilities shall be used for all meetings, conferences and training sessions sponsored by state agencies or state employes. Any use of facilities off campus for UW-W sponsored meetings, conferences, training sessions, etc. must have advance approval through the Office of the Assistant Chancellor for Administrative Services.

In selecting the location of the meeting, emphasis should be placed on providing for public accessibility to the proceedings (public attendance and/or press coverage). Consideration should also be given to choosing a fuel-efficient location and one which provides the services necessary for the meeting at the most economical cost to the state.

A booklet will be circulated to each agency by February 15, 1976 listing many available public facility resources including the University System and available overnight accommodations in the state. Booking clerks will also be identified in the bulletin to assist state employes in locating and reserving state-owned rooms and accommodations. Booking clerks will be required to accept reservations up to four weeks in advance of the meeting. Those involved in planning meetings are urged to make reservations for rooms as early as possible.

The travel representative of each agency shall keep a record of all meetings, conferences and training sessions held by each agency and quarterly reports of exceptions to the policy of using public facilities shall be made to the Department of Administration (commencing March 30, 1976).

With the significantly expanded opportunities for the planned use of meeting facilities among state agencies, the need to use private facilities should be only very occasional and for very exceptional reasons. The quarterly reports will be carefully reviewed to identify any need for modification to this policy, and to identify any agency that is not observing the intent of this policy. In such cases, DOA will work with the agency head to develop suitable procedures that will meet the intent of this policy without creating burdensome administrative methods.

VIII. MISCELLANEOUS EXPENSES

A. Laundry, Cleaning and Pressing Charges

If the employe is away from home for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

B. Telephone

Telephone calls should be placed in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employe must attempt to use the DAIN, which is now available at most agency and university locations around the state. Personal calls are not reimbursable.

Where DAIN is not available, business telephone charges (both local and long distance) may be reimbursed. The date, place and person called, originating city, and business purpose for the call must be included on the travel voucher.

C. Porterage

Necessary gratuities to hotel employes are reimbursable. These may not exceed $1.00 for each stay at a hotel.

D. Registration Fees

Receipts are required for registration fees for conferences, conventions, seminars, etc. The convention schedule and a breakdown of the convention costs should be attached to the travel voucher. It should show:

1. Actual dates of the conference, convention or seminar.
2. A breakdown of specific meals which were included with the registration fee. No further reimbursement will be made for these meals. (Meals covered by registration fees cannot be claimed separately.) Spouse or other family member expenses included in registration fees are not reimbursable.

Notes: If an individual attends a conference, workshop or seminar where the registration fee includes the cost of meals, and the individual has no choice in determining whether to pay for the meals or not, the entire registration fee shall be paid by the state.

If an individual has an option of whether to pay for the meals which are part of the program or to pay for only the registration fee which excludes meals, the amount reimbursable for meals is restricted to meal maximums permitted per the uniform guidelines.

IX. EXPENSES IN AN EMPLOYE'S HEADQUARTERS CITY

Prior authorization must be received from the Assistant Chancellor for Administrative Services before expenses in the headquarters city can be reimbursed. Only under exceptional circumstances will such reimbursement be allowed. Travel between offices is not reimbursable.

"Headquarters city" encompasses the political boundaries within which an employe's permanent work site is located and the area adjacent to it within a radius of 15 miles from the employe's permanent work site.

X. TRAVELING WITH SPOUSE

No travel expenses for the spouse will be reimbursable. With respect to the cost of lodging, the amount reimbursable will be equal to the rate for a single room. The hotel clerk should be asked to write the single room rate on the receipt.

XI. CASH ADVANCE

A. Cash advances may be obtained when estimated travel expenses are expected to exceed $50.00. The advance is limited to 80% of the estimated expense to be paid by the traveler and should be rounded to the nearest dollar multiple below 80%.

B. Single trip advances must be accounted for on the travel voucher submitted no later than the month following the scheduled trip. The amount due the traveler will be reduced by any advance received; a check will be issued for the net amount due. In cases where the advance exceeds the expenditure, a check payable to the university should accompany the travel voucher.

C. It would be appreciated if the request for a travel advance could be submitted two weeks in advance of the date required. Any requests for advances on shorter notice should be submitted directly to the Executive Director of Business.

Instructions for completing a Request for Travel Advance form are contained in the appendix on page 16.

XII. REIMBURSEMENT FOR MOVING EXPENSE

All requests for reimbursement of moving expenses must have prior approval of the Chancellor. When this approval is granted, the necessary information and forms will be forwarded.

XIII. APPLICANT INTERVIEW EXPENSES

Subject to rules of the Director of the Bureau of Personnel, reimbursement may be made to applicants for all or part of actual, reasonable and necessary travel expenses incurred in connection with examinations and employment interviews. The Administrative Practices Manual bulletin on "Reimbursement for Applicant's Travel Expense" outlines these rules. Prior authorization by the appropriate dean for such reimbursement must be given to each applicant to be reimbursed before the expenses are incurred.

XIV. PREPARATION OF TRAVEL VOUCHER

A. All individuals should prepare their own vouchers from daily reports. If copies are required, they should be prepared with ballpoint pen in legible handwriting or be typewritten.

B. One travel voucher per month shall be submitted and should be prepared the first working day of the following month. In the case of individuals making infrequent trips, the travel voucher should be prepared and submitted upon completion of the last trip for the month. The travel voucher may be withheld for a longer period, but not in excess of three months in the same fiscal year.

C. Receipts and other required supporting documents should be stapled to the upper left hand corner of the detail side of the travel voucher in chronological order with the earliest date on top. All computations should be verified. Travel advances will be deducted by University Accounting. The travel voucher must be signed in the space provided before submission to the supervisor.

D. See the travel voucher form for complete preparation instructions.

E. Each claim must be approved by the next higher authority, unless specific exception is granted by the Department of Administration or the Governor's Office.

XV. SPECIAL TRAVEL ADVANCES

A. The following departments may request travel advance funds for group travel:

1. Forensics
2. Athletics
3. Music
4. Drama
5. Others with approval from Central Pre-Audit.

B. Expenditures of such funds should be submitted on a travel expense report and submitted promptly upon return from the trip.

XVI. FIELD TRIPS

University funds may be used to finance student trip transportation in connection with academic instruction for those courses that are listed in the respective catalogs and for which a requirement exists to travel off campus. Gift, grant or contract funds may be used if specifically provided for in the terms of the gift, grant or contract. Transportation for field trips may be provided in university fleet cars or public bonded carriers. Normally, the driver of a fleet car should be a university employe with a valid driver's license. Students or non-employes may drive only when a driver authorization form is filed in advance of the trip with the proper university office. Normally passengers should be limited to state employes or such other persons whose presence is necessary for conduct of official business. If faculty or students use private cars for field trips, they should be fully aware of their liability and should carry adequate insurance.

XVII. RECEIPT

A receipt should be the vendor's original invoice, or if this is not available, a handwritten receipt. A valid receipt must contain the following information:

1. Vendor's name
2. Vendor's address
3. Date of charges
4. Itemized charges
5. Invoices must be marked "Paid", or they must be charged to the traveler's personal credit card.
6. Receipts must be legible and without alterations.

Checks or copies of checks are not acceptable as receipts.

Statements should not be confused with invoices or receipts. Statements are merely unitemized summaries of previous charges and are not acceptable as receipts.

If a traveler fails to obtain a valid required receipt, reimbursement of the related expense cannot be made.

If the original copy of a lodging receipt is lost, reimbursement can be obtained upon submission of a duplicate receipt accompanied by an appropriate written explanation.

APPENDIX

TRAVEL REPORT FORM INSTRUCTIONS

USE SEPARATE REPORT FORM FOR EACH MONTH'S EXPENSES.

1. Please type or print in ink.
2. Self Explanatory
3. Social Security Number
4. Self Explanatory
5. Self Explanatory
6. Asst. Chanc.'s signature is required here for claims of Headquarter City Expense.
7. Self Explanatory
8. Enter Itinerary (From where to where)
   Enter time of departure and return
   Use this column to describe misc. expense
9. Enter private auto mileage. Write "STATE CAR" here, if applicable.
10. Enter train, bus or air fares. Write "CHARGE" here, if applicable
11. Enter misc. travel expenses such as tolls, parking, porter, laundry, cab, telephone, and etc.
12. Self Explanatory
13. Enter meal expenses.
14. Self Explanatory
15. Enter column totals
16. Enter private auto mileage up to 600 at 11¢, and over 600 at 7¢.
17. Self Explanatory
18. Self Explanatory
19. Enter the User Code Number to which your expenses are to be charged.
20. Self Explanatory

COPY DISTRIBUTION

1st 3 copies to University Accounting Room 1010 Library Administration Building.
4th copy retained by the department.
5th copy retained by traveler.

2 Sets (The original and a copy) of all receipts and other required supporting documents must accompany the travel expense report submitted to University Accounting.

Travelers must refer to their travel expense report copies to determine when their monthly mileage exceeds 600 miles. This is 600 miles a month no matter how many departments you travel for.

Reimbursement checks for Travel Expense Reports completed correctly and accompanied by the necessary documentation will be ready within ten days to two weeks after receipt in the University Accounting Office.

FORM UW-18 5/75-160M

TRAVEL EXPENSE REPORT

University of Wisconsin- WHITEWATER

TRAVEL REGULATION ON REVERSE SIDE

AMOUNT	FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS	MILEAGE	FUND	CLASS	FOR UNIT USE
	UNIVERSITY	ACCOUNTING			USE				ONLY		

FOR PETERSON PROCESSING CENTER UNITS USE

FOR WARF PROCESSING CENTER UNITS USE

AMOUNT	T A REQUEST#	FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS	T A REQUEST#	FUND	IBAC	UNIT	PROJECT	CLASS	FOR UNIT USE
		991					1	2199		991				2199	

Complete this block if your travel expense applies to a travel advance

NET AMOUNT	NAME (LAST)	(FIRST)	(INITIAL)
	JONES	JOHN	C.

PURPOSE OF TRIP

1. Natl Assc of Accountants Seminar.
2. Account Systems Conference.
3. Present paper at Natl. Assc. meeting.

MAIL CHECK TO: John Jones
BUILDING Carlson
STREET Bus & Econ
CITY Whitewater

SS # 394-24-1649

Paul Smith 7/2/75
DEPT. CHAIRPERSON OR SUPERVISOR DATE
DEAN OR DIRECTOR DATE
AUTHORIZED UNIT APPROVAL DATE

DATE	ITINERARY From-To Include Time of Dep. & Return Description of Miscellaneous Expenses	MILES	FARE	MISC.	LODGING	"B"	"L"	"D"	TOTAL EXPENSES
	10:00 A.M. 7:30 P.M.								
7/25	Whitewater to Madison & return	90					2.50	5.00	7.50
	Parking			1.00					1.00
	Reg. Fees			5.00					5.00
	5:30A.M. 9:00P.M.	state							
7/27	Whitewater to Milwaukee	car				1.50	2.50	5.00	9.00
	5:30 A.M.								
7/29	Whitewater to Minneapolis	300				3.00	4.00	7.00	14.00
	4:00P.M.								
7/30	Minneapolis to Whitewater	300			22.00	3.00	4.00		29.00
	Parking			3.00					3.00
	Porter			1.00					1.00
	CHARGE TO 525 **ACCT.**								
TOTALS		690		10.00	22.00	7.50	13.00	17.00	69.5

EXAMPLE

CLAIMANT'S CERTIFICATION - under penalties of perjury. The above expenses (incl. mileage) were incurred in conformity with applicable statutes and regulations. These are actual, reasonable and necessary expenses incurred by me personally in the performance of duties required by the public service. Payment or credit has not been received from any source, except for travel advance reported.

600 ... MILES NOT OVER 600 AT 11¢ PER MILE .... $ 66.00
90 .... MILES OVER AT 07¢ PER MILE .... $ 6.30
TOTAL MILEAGE COST $ 72.30
GRAND TOTAL $ 141.80

John C. Jones 7/31/75

ENTER TRAVEL ADVANCE IN CODING BLOCK ABOVE.

FORM UW-19 5/75 60M

REQUEST FOR OUT-OF-STATE TRAVEL

University of Wisconsin – WHITEWATER

FUND	ACCOUNT UNIT	DIV	DEPT	ACT	CLASS

ACCOUNTING ONLY

For Peterson Processing Center Units Use

FUND	IBAC	UNIT PROJECT	CLASS	FOR UNIT USE

ACCOUNTING ONLY

For WARF Processing Center Units Use

Name: ①

Destination: ②

Purpose of trip: ③

Signature - Traveler ⑧ ______________________

Dates: Departure ⑨ ______________________ Return ______________

Estimated total cost of trip: ④

(a) Amount to be paid directly by Agency other than University $ ______________

(b) Amount to be paid from funds administered by University $ ______________

Indicate Mode of Travel. ([✓ Plane], train, bus, [✓ fleet car], private auto or private plane) ⑤

If travel is to be by private auto or private plane and reimbursement is to be made at mileage rates, ⑥ please provide an adequate reason for the use of a private auto or plane.

Names of other staff members attending same meeting: ⑦

⑩		⑪		⑫	
DEPARTMENT CHAIRPERSON	DATE	DEAN OR DIRECTOR	DATE	AUTHORIZED UNIT APPROVAL	DATE

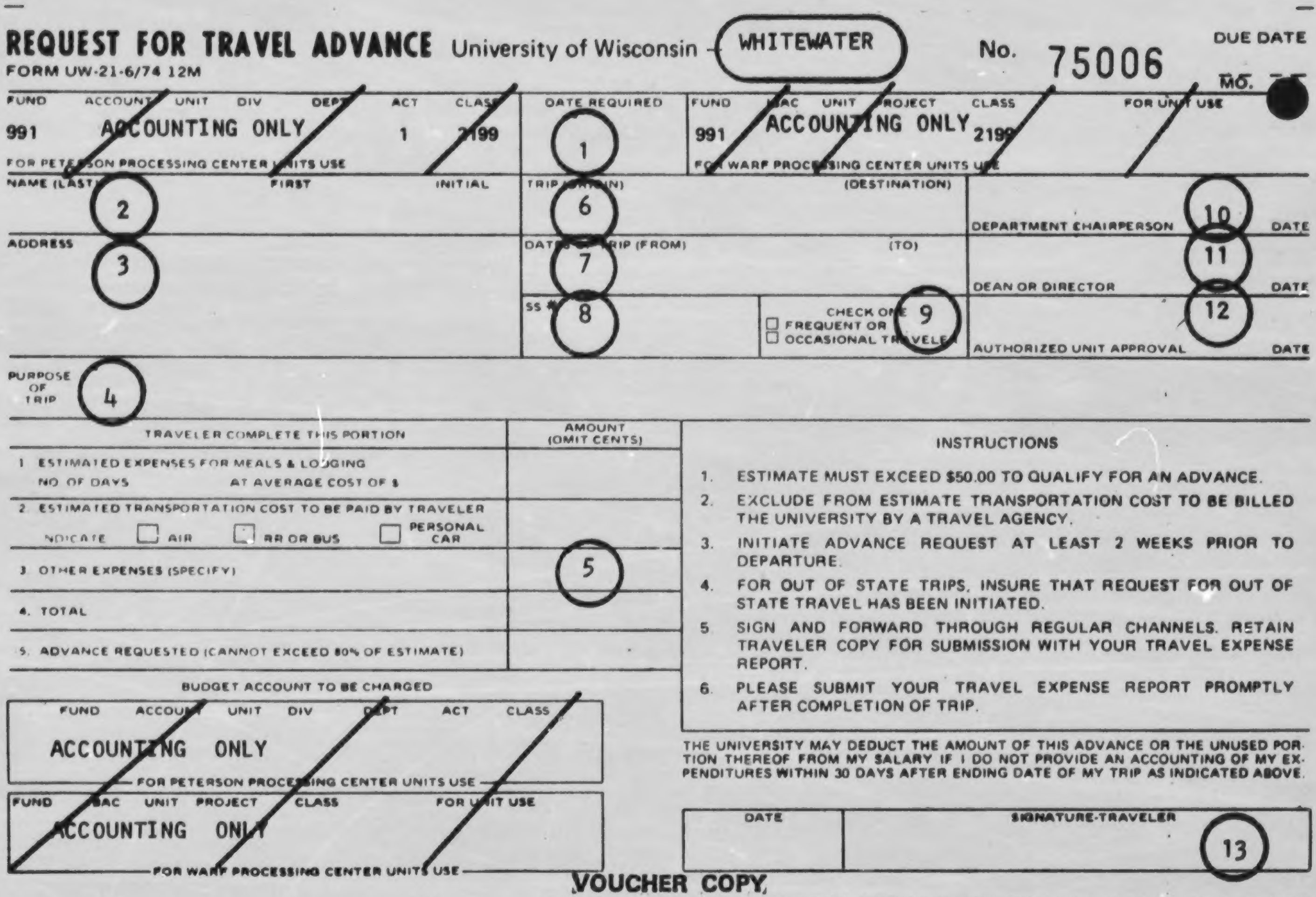
COPY FOR TRAVEL EXPENSE REPORT

INSTRUCTIONS

(1 THRU 4) Self Explanatory
(5) Circle the mode of travel to be used
(6) Self Explanatory
(7) Include only UW-W staff members
(8 THRU 11) Self Explanatory
(12) Signature of Asst. Chanc. for Admin. Serv. is required

COPY DISTRIBUTION

ALL COPIES to Asst. Chanc. for Admin. Serv. who will forward to University Accounting for attachment to expense reports, travel agency invoices and registration pre-payments for out-of-state conferences.



REQUEST FOR TRAVEL ADVANCE University of Wisconsin – WHITEWATER No. 75006 DUE DATE MO.

FORM UW-21-6/74 12M

FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS	DATE REQUIRED	FUND	SAC	UNIT	PROJECT	CLASS	FOR UNIT USE
991	ACCOUNTING ONLY				1	2199	①	991	ACCOUNTING ONLY			2199	

FOR PETERSON PROCESSING CENTER UNITS USE

FOR WARF PROCESSING CENTER UNITS USE

NAME (LAST) ② FIRST INITIAL

ADDRESS ③

TRIP (ORIGIN) ⑥ (DESTINATION)

DATES OF TRIP (FROM) ⑦ (TO)

SS # ⑧

CHECK ONE ⑨
☐ FREQUENT OR
☐ OCCASIONAL TRAVELER

DEPARTMENT CHAIRPERSON ⑩ DATE

DEAN OR DIRECTOR ⑪ DATE

AUTHORIZED UNIT APPROVAL ⑫ DATE

PURPOSE OF TRIP ④

TRAVELER COMPLETE THIS PORTION	AMOUNT (OMIT CENTS)
1. ESTIMATED EXPENSES FOR MEALS & LODGING NO. OF DAYS AT AVERAGE COST OF $	
2. ESTIMATED TRANSPORTATION COST TO BE PAID BY TRAVELER INDICATE ☐ AIR ☐ RR OR BUS ☐ PERSONAL CAR	
3. OTHER EXPENSES (SPECIFY)	⑤
4. TOTAL	
5. ADVANCE REQUESTED (CANNOT EXCEED 80% OF ESTIMATE)	

INSTRUCTIONS

1. ESTIMATE MUST EXCEED $50.00 TO QUALIFY FOR AN ADVANCE.
2. EXCLUDE FROM ESTIMATE TRANSPORTATION COST TO BE BILLED THE UNIVERSITY BY A TRAVEL AGENCY.
3. INITIATE ADVANCE REQUEST AT LEAST 2 WEEKS PRIOR TO DEPARTURE.
4. FOR OUT OF STATE TRIPS, INSURE THAT REQUEST FOR OUT OF STATE TRAVEL HAS BEEN INITIATED.
5. SIGN AND FORWARD THROUGH REGULAR CHANNELS. RETAIN TRAVELER COPY FOR SUBMISSION WITH YOUR TRAVEL EXPENSE REPORT.
6. PLEASE SUBMIT YOUR TRAVEL EXPENSE REPORT PROMPTLY AFTER COMPLETION OF TRIP.

BUDGET ACCOUNT TO BE CHARGED

FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS
ACCOUNTING ONLY						

FOR PETERSON PROCESSING CENTER UNITS USE

FUND	SAC	UNIT	PROJECT	CLASS	FOR UNIT USE
ACCOUNTING ONLY					

FOR WARF PROCESSING CENTER UNITS USE

THE UNIVERSITY MAY DEDUCT THE AMOUNT OF THIS ADVANCE OR THE UNUSED PORTION THEREOF FROM MY SALARY IF I DO NOT PROVIDE AN ACCOUNTING OF MY EXPENDITURES WITHIN 30 DAYS AFTER ENDING DATE OF MY TRIP AS INDICATED ABOVE.

DATE	SIGNATURE-TRAVELER
	⑬

VOUCHER COPY

INSTRUCTIONS

1. Enter the date on which you wish to receive the advance check.(See item 3 on the form under instructions.)
2. Please print.
3. Enter your home-address.
4. Self Explanatory
5. Item 1. Self Explanatory.
   Item 2. Do not list transportation costs charged directly to the University.
   Item 3. Self Explanatory.
   Item 4. Self Explanatory.
   Item 5. The amount shown on this line must equal 80% of the amount shown on line 4.
6. Self Explanatory.
7. Self Explanatory.
8. Social Security Number.
9. Self Explanatory.
10. Requires signature of the person in charge of the account to which your expenses will be charge.
11. Requires the Dean's signature ONLY for OUT OF STATE TRAVEL.
12. Requires the Assc. Chanc. for Adm. Service signature ONLY for OUT OF STATE TRAVEL.
13. Self Explanatory.
    TRAVEL ADVANCE CHECKS must be picked up in Room 1010 Library-Administration Building on the date given in ① above.

ALL COPIES to UNIVERSITY ACCOUNTING ROOM L-1010

Information Services Policies

SOURCE: Office of Information Services -- Mary Mills

The Information Services Office operates the News Service and Publications Office and provides related services for the benefit of members of the University Community.

News Services

The News Service has been designated to act as a clearing house for information affecting the University and its policies. Accordingly,

1. All news stories relating to the activities of the University (other than sports) are released to the mass media through the News Service to avoid duplication of effort and assure accuracy, except for enrollment statistics which come directly from the Executive Director for Student Administrative Services.
2. The News Service will prepare and release news stories relating to the professional accomplishments and activities of faculty members and students.
3. News stories originating with student groups will be prepared and released as time permits.
4. The News Service avoids acting as a press agent for political activities.
5. The News Service makes its news stories available to the ROYAL PURPLE and WSUW-FM but does not influence their news or editorial policy.
6. The News Services will arrange for pictures for release to the media when appropriate and when a photographer is available. News pictures taken with University equipment and processed in University facilities are the property of the University and may be released to the mass media only with the approval of the Director of Information Services.
7. The News Service will provide special materials, when available, on request for news media, other organizations and individuals.

The News Service seeks to maintain communication among all segments of the University community through such publications as the Reporter. University personnel are asked to contribute news notes for this publication.

Members of the University community are asked to call to the attention of the News Service anything they think newsworthy well in advance of the date. Two weeks notice is desirable when possible.

Publications Office

The Publications Office works with all University offices and departments in the preparation of official publications and will assist in the planning, writing, designing and editing of all publications financed in part or in whole from state funds.

1. The Office will plan and provide without charge suitable photographs and art work for use in the publications as staff permits. If the sponsor of the publication desires pictures or art work not available through the Publications Office, he must provide these to the Publications Office at the sponsor's expense. All pictures, art work and designs will be mutually agreed upon by the sponsor of the publication and the Publications Office.
2. Design and production of the publication will not be started until a signed Printing Request form and all materials to be furnished by the sponsor of the publication have been submitted to the Publications Office.
3. The sponsor of the publication will be notified when proofs are available for checking, and if he/she wishes to check them, will be expected to do so promptly so that the production schedule can be maintained.
4. All requests for service are to be made to the Director of Information Services.

The Director of Information Services has responsibility for ascertaining that all publications are appropriate and meet standards which will reflect to the credit of the University.

As a guide to publication sponsors, the following indicates the total number of working days usually needed from the time the material is received in the Publications Office until date of delivery.

Item	TOTAL WORKING DAYS
Recital, play or concert programs up to 8 pages	10
Same, up to 16 pages	12

ITEM (cont.)	TOTAL WORKING DAYS
Posters for above events (no art work)	10
Posters for above events (with art work)	15
Letterheads	15
Forms	25
Brochures (simple)	15
Brochures (complex)	20-30
Booklets	30
Catalogs, Bulletings	60

PLEASE NOTE: A working day is one of the five days of the week excluding Saturday, Sunday and Holidays.

Other Services

The Publications Office will assist University groups in planning and scheduling of publicity (mass media and printed) for University sponsored activities.

The Office will provide name tags and campus guides for University sponsored conferences. No charge will be made when the conference is non-profit.

Office of University Relations
Basic Policies and Procedures

SOURCE: Director of University Relations--Wallace E. Zastrow

1. The resources of this office are available to Alumni, faculty, students, and friends of the University.

2. Any student, student organization (approved by the University administration), alumnus, or faculty member may use the alumni files stored in this office.

    a. This does not include certain confidential information about prospective donors to the UW-Whitewater Foundation.
    b. The use of these files must be for a purpose that is University related and is approved by the organization's advisor.

3. The UW-Whitewater Foundation publishes a magazine, WHITEWATER TODAY, three times per year--September, January, May. University related persons or groups may submit news articles or announcements of general alumni interest to be included in the publication.

4. This office will provide information to University departments for developing departmental or special interest group alumni clubs.

5. Lists of bankers, business executives, attorneys, and corporate foundations are available in this office.

6. The UW-Whitewater Foundation attorneys and financial advisors are available for assistance in setting up bequests and gifts to the University.

7. The UW-Whitewater Foundation will serve as the depository for funds generated by University departments and colleges.

    a. The funds must have been collected so as not to conflict with University policy.
    b. Must be funds which are not subject to University Business Office control.
    c. The amount of the funds and duration of time that the funds are held must be great enough to warrant Foundation involvement. Each request for deposit of funds will be granted on an individual basis. The final authority shall rest with the Foundation Board of Directors.

d. The Foundation reserves the right to make an administrative service charge to recover some of the expense involved in handling the funds.

8. This office serves as a liaison office for alumni and parents who wish information about the University but do not know the individual or department to contact.

Computer Center Policies

SOURCE: Computer Center Advisory Committee-William R. Johnston, Chairperson

1. The Computer Center is available to provide administrative and academic computing services to University of Wisconsin-Whitewater.

2. The UW-Whitewater Computer Center will make its services available to:

   a. Any bona fide office of the University provided that work performed is specifically University work.
   b. Any faculty member of the University provided that work performed is specifically related to a class the faculty member is teaching or is an aid in a scholarly research project in which the faculty member is engaged.
   c. Any student attending the University provided that work performed is specifically related to a class he is taking or a University-related scholarly research project in which he is engaged.
   d. Any recognized student organization provided that work performed is University-related and is approved by the organization's adviser and the Office of Student Activities. This work will be performed only so far as time and personnel permit.
   e. Any other organization allowed by Wisconsin Statutes and Central Administration policy, provided that charges based upon full cost recovery are assessed.

3. The Computer Center staff members will analyze requests for the creation of data files according to the feasibility of using the Computer Center for these files. The results of this analysis will determine whether or not the Computer Center will create the file.

4. The Computer Center will provide reports from its data files only upon authorization from the "owner" of the particular file.

5. The Computer Center will return to all users the source documents from which data has been obtained.

6. The various Computer Center departments are "open" to provide service only when appropriate Computer Center employees or other authorized University personnel are present and in direct supervision. No unauthorized people are permitted in a Computer Center department unless these conditions exist.

7. Only authorized personnel will be permitted to operate Computer Center equipment. The Computer Center Director or his designate may give this authorization.

8. The Computer Center will charge users for all services, supplies, and equipment time used in the following situations:

   a. All faculty research projects unless such a project is part of that faculty member's assigned duties (such as in the Office of Institutional Research, Testing Center, etc.)
   b. All student research projects not specifically related to a particular class (graduate student theses or seminar papers are considered in this category).
   c. All requests by student organizations.

9. Expansion of computer facilities and related services and equipment by any department of the University should be cleared through the Computer Center Advisory Committee before implementation (CCAC--4-20-67).

10. The Computer Center will normally provide stock cards and continuous forms at no charge to users. It is the responsibility of the user to provide any special forms or cards for his particular application. In addition, if usage by a user of stock supplies becomes excessive, the Computer Center may charge the user for these supplies.

11. Normally job input and requests will be handled on a "first come-first served" basis. During peak periods, however, the Computer Center Director may establish priorities consistent with the overall best interests of the University.

University Police Policy Statements

SOURCE: Director, University Police--Harold G. Robinson

1. University Police can be contacted by calling the campus telephone number 472-4660 24 hours/seven days a week.
2. Police reports are available on request to the Chancellor and Vice/Assistant Chancellors. Reports of special significance are forwarded to these administrative officers without request.
3. University Police always carry full identification including picture.
4. University Police, on occasions, work out of uniform carrying standard identification such as the pocket patch visible or readily available. The Director authorizes security personnel when to and when not to carry firearms on these occasions.
5. University Police vehicles will have standard UW-Whitewater marking and State identified licenses; in addition, one vehicle will have a red light, siren and University Police markings to be used for emergencies.
6. Uniformed University Police carry firearms.
7. No student Residence Hall room will be entered by University Police without properly issued search warrants, except in situations involving safety of the occupants or other persons present.
8. University Police converse freely with students and are known by them.
9. University Police personnel do not "infiltrate" private student meetings as a means of gathering information.
10. On occasions where criminal activity requires special or continuing observation, the Director recommends and receives approval from the general administration before taking this action.
11. University Police coordinate their action with the Whitewater City Police.
12. University Police explore alternative avenues available before recommending prosecution of UW-Whitewater students and employees.
13. University Police respond immediately to emergency calls and take appropriate independent action. In non-emergency situations, predetermined procedure is followed.

Health Center/University Police Emergency and Transportation Policies

SOURCE: Director, Health Center--Miriam Pape

The following policies are in effect for routine transportation and implementation of emergency procedures on campus. These policies are intended to serve campus personnel to the extent that personnel and equipment are available to carry out these procedures. It is understood that circumstances may occur which are not adequately covered by these policies. Review of the listed procedures will be continuous.

1. In any emergency situation, University Police, a student, faculty, or staff, may call the Rescue Squad without first notifying the Health Center. This procedure provides greater safety for the victim since he/she can be transported immediately to a hospital where a physician and supportive measures are available.
2. Hall Directors, Resident Assistants, Assistant Resident Assistants or any concerned student who feels that a true emergency exists should call University Police 472-1111 and ask University Police to send the Rescue Squad to a specific location. University Police will immediately notify the Rescue Squad, and will also send a security officer to the emergency area to provide service until the Rescue Squad arrives. (When the Rescue Squad is called, the on-call nurse will not be called. However, University Police will send a copy of their report to the Health Center.)
3. University Police will transport ill or injured students from campus housing to and from the Health Center when necessary.
4. University Police will transport non-life threatening emergency cases from the Health Center or campus housing to the Fort Atkinson Hospital emergency room and back.
5. In cases of severe illness or injury, the Whitewater Rescue Squad will be called to transport the student.
6. When an ill or injured individual comes to University Police requesting medical care, the I.D. number should be checked. If the individual is a student, the on-call nurse uses her judgment in determining whether she will: (1) see the student at the Health Center, (2) send the student directly to the emergency room, or (3) advise the student regarding care until the Health Center opens in the morning. If the nurse decides to see the student, she will come to the University Police building and an officer will go to the Health Center with the student and nurse and remain there until the nurse leaves. It is preferable to see the student at the Health Center where medications, supplies, and the student's record are available. In rare instances when the

nurse decides to see the student in the residence hall, a security officer will meet the nurse at the residence hall, escort her to the residence hall and back to her car.

7. University Police will check the file or I.D. card on all individuals before contacting the on-call nurse. When non-students/visitors are ill or injured on campus, first-aid may be given at the Health Center during the time it is open. All non-students who are ill or injured when the Health Center is closed are to be referred to local physicians or the Fort Atkinson emergency room. Transportation, depending upon the severity of the situation, will be provided by a friend or Rescue Squad. (University Police will serve as a back-up.)
8. Nurses do not make off-campus calls. If the nurse receives an off-campus call, directly or through University Police, and the student is too ill or injured to come to the Health Center, the Rescue Squad is to be called to transport the student to the emergency room.
9. All automobile accident injuries and any known or suspected cases of rape, should be taken to the Fort Atkinson Hospital emergency room where adequate laboratory, X-ray facilities, and official records will be available for later court action, if necessary. The on-call nurse should not be summoned for either situation.

Health Center hours:
8:00 AM-4:30 PM Monday through Friday
10:00 AM-12:00 noon Saturday

Physician in Health Center:
9:30 AM-12:00 noon and 1:00 PM-4:30 PM Monday through Friday

Health Center telephone:
472-1300
After-hours for on-call nurse-University Police 472-1660

University Police telephone:
472-4660

University Police emergency telephone:
472-1111

Rescue Squad telephone:
911

Whitewater taxi-cab hours:
Daily 6:00 AM-6:00 PM
Exception--Friday 6:00 AM-7:00 PM

Instructional Media and Related Services for New Buildings and/or Facilities, or Remodeling, or Renovation

SOURCE: Executive Director, Learning Resources -- Don L. Tolliver

For the purpose of acting as a consultant in the instructional media, audio-visual, acoustics and related fields, the Executive Director of Learning Resources or his designate will serve as an advisor to all University bodies involved in the writing of programs for new buildings and/or facilities, in all stages of planning for new buildings and/or facilities, and in the planning for the remodeling or renovation of existing buildings and/or facilities.

The Executive Director of Learning Resources or his designate will maintain a close and continuing liaison with the Campus Administration to ascertain the status of programs, plans, remodeling, and renovation, and in conjunction with the Central Administration, he will be the determiner of whether he sits as an active advisor in the work of any body dealing with the above specified matters.

Use of the Mobile Stage

SOURCE: Assistant to Assistant Chancellor for Administrative Services -- Dale E. Brock

The mobile stage shall be under the care and custody of the Physical Plant Department. The transporting and the operation of setting up the mobile stage for use shall be done by trained personnel under the direction of the Physical Plant Department.

Authorization and scheduling of use of the mobile stage shall be the responsibility of the office of the Assistant Chancellor for Administrative Services.

The mobile stage shall be used only for events held on campus. The department or organization desiring to schedule use of the mobile stage shall make written application on the prescribed form, appended hereto.

The authorized representative of the department or organization which has received official approval for use of the mobile stage shall contact the Physical Plant Department to make the arrangements for transporting and setting up the mobile stage.

The actual cost of the time and/or overtime of two trained personnel in transporting the mobile stage to the site on campus, setting up the stage for use, guarding it until the event is over, reassembling and transporting it back to storage will be billed by the Physical Plant Department to the department or organization which was given official approval for use of the mobile stage. An estimate of the cost would be approximately $12.00 per hour. One hour should be allowed for transporting and setting up the stage and the same for reassembling and transporting it to storage. An additional $50.00 will be charged to off-campus organizations which may have obtained official approval for use of the mobile stage for an event on campus.

NOTE: Sample form on reverse side.

UNIVERSITY OF WISCONSIN--WHITEWATER

APPLICATION FOR USE OF MOBILE STAGE

File request in DUPLICATE with the office of the Assistant Chancellor for Administrative Services.

WHEREAS, THE UNDERSIGNED has read and is familiar with the regulations for the use of the mobile stage and agrees to observe both the letter and spirit of such regulations;

HEREBY requests the use of the UW--Whitewater Mobile Stage as follows:

DATE DESIRED ______________________________

Beginning time ____________ Closing Time ____________

NATURE OF EVENT OR MEETING (describe fully): ____________

____

____

ORGANIZATION MAKING REQUEST ______________________________

____

Signature of Authorized Representative ______________________________

Dated this ________ day of ______________________, 19__

ACTION ON REQUEST

_____ The above request is hereby approved.

_____ Sorry, the above request cannot be approved at this time.

Signature of University Official ______________________________
FOR OFFICE OF ASSISTANT
CHANCELLOR FOR
ADMINISTRATIVE SERVICES

Dated this ________ day of ______________________, 19__

Maintenance and Operation of University-Owned Residences and Support Services for University Officials

SOURCE: General Administrative Policy Paper No. 21-Revised --
Reuben H. Lorenz, Vice President and Controller
The University of Wisconsin System

In order to clearly establish the policy of the University of Wisconsin System as it relates to the maintenance and operation of university-owned residences and support services for university officials, the following statements shall apply:

1.0 In those instances where a university-owned residence facility is the Board-specified domicile of a university official (e.g., Chancellor or President), the university retains ownership and the attendant responsibility for regular assignment of staff to maintain, repair, and service that facility and surrounding grounds.

2.0 As a matter of Board policy no employee may be assigned to any university residence or official as a personal chauffeur or personal servant. This policy does not preclude use of university employees or student help to assist a university official who is required or expected to host or participate in official functions nor does it preclude occasional use of employees to drive a vehicle so that the university official's time can be better utilized working en route rather than operating the vehicle.

3.0 University employees may be utilized to assist a university official in hosting official functions or entertaining university guests, visitation teams and prospective donors where the purposes of such functions are consistent with the public's interest in the continued development of the university. This includes the set-up of the site or residence before the event, food preparation and service for the participants, and clean-up following the event. Where these functions and related activities are essentially continuous responsibilities rather than infrequent special occasions, and the facility is purposely larger than normal family occommodations, the necessary support services may be provided on a continuing basis. Any support services utilized for entertainment purposes cannot be charged to GPR funds but must be charged to a separately budgeted entertainment account funded from unrestricted program revenue or segregated funds. Any assignment of permanent full or part-time employee for such support services shall be approved in advance by the Board of Regents.

Satisfying Bulletin Requirements for Graduation

SOURCE: Registrar's Office--George Lehner

Each student is held responsible for keeping an accurate record of his own progress toward graduation. He should give his adviser an accurate record of grades and courses completed following the close of each semester.

A student is responsible for meeting the degree requirements in effect at the University of Wisconsin-Whitewater at the time of his initial registration within the University of Wisconsin System unless he interrupts his attendance at Whitewater and/or the System by an absence of more than one academic year, in which case on re-entry he will be subject to the requirements in effect at that time. Any change of curriculum or major during his enrollment on campus does not affect this regulation. A student may elect at graduation, with the permission of his dean, to satisfy any newer set of requirements provided that he satisfies all of them. He may not choose to satisfy a portion under one Bulletin and a portion under another.

Any student who has not completed his degree requirements within eight years may be held to satisfy newer requirements deemed appropriate by the dean of the college in which he is enrolled.

In addition to fulfilling all general and specific degree requirements, each candidate for the bachelor's degree may also be requested to participate in a University institutional testing program examination. Student participation in such a program is a requirement for graduation upon the request of the University.

Maximum Academic Workload for Students on Probation

SOURCE: Registrar's Office--George Lehner

No student who is on academic probation, as defined in the *Student Handbook*, may carry more than 15 (fifteen) academic credits.

Transfer of Credit

SOURCE: Admissions Office--Irv Madsen, Director

Degree credit may be transferred to UW-Whitewater if the grade earned in the course at the previous institution is recognized as a passing grade (D or better) at UW-Whitewater and provided that the course parallels work offered at UW-Whitewater. Course credits thus accepted will transfer either as equivalent course credits or as free elective credits. Any adjustment in the credit evaluation received by a transfer student must be requested within one year of the time of acceptance.

After a student has accumulated 72 credits, the student must earn a minimum of 48 credits at UW-Whitewater or UW-Whitewater and another accredited four-year college before a bachelor's degree is awarded. Upper division UW-Whitewater students who decide to attend a two-year college after accumulating 72 credits toward graduation must obtain permission from the dean of their college in advance of their attendance at the two-year college in order for the credits to transfer.

Credit for some course work in areas other than those offered at UW-Whitewater may be granted upon written petition to the Academic Standards Committee if the Committee, in consultation with the appropriate department chairman, feels that the course content is related to the student's major or minor and that granting this additional credit is of demonstrable educational value to his program at Whitewater.

Student Employment on Campus

SOURCE: Financial Aids Office --Gerald Buhrow, Director

As of January 1, 1976, the minimum wage for students employed by the University increases to $2.20 per hour. This applies to both Work-Study and Regular Budget student employees. Effective January 1, 1977, there will be a further increase to a minimum of $2.30 per hour.

A reminder: University policy prohibits the hiring of a student who is related to the faculty or staff member who is in charge of hiring or supervision of the student involved.

GENERAL STUDENT EMPLOYMENT POLICIES
University of Wisconsin-Whitewater

I. PURPOSE OF STUDENT EMPLOYMENT

The purpose of employment is to provide a student with learning experiences and the opportunity to earn dollars to assist the student in meeting academic year expenses, such as fees, books, room and board. Federal and state grants are made to the University of Wisconsin-Whitewater to enable the University to create job opportunities for eligible students.

The Financial Aids Office has the responsibility of administering the Work-Study and Regular Student Programs and insuring that federal and state regulations are observed in granting part-time employment to students. The Director of Financial Aids, as a member of the University Financial Aids Committee, is the liaison between the committee and the administration of the University in the making of student employment policies for this campus. The committee makes policy in cooperation with the administration and with input from several sources.

Many of the policies regulating the Work-Study Program are a matter of federal law or regulation; it is a general policy to keep the Regular Payroll policies as similar as possible to the Work-Study regulations. This helps prevent confusion, but still provides for greater flexibility in regard to the Regular Student Payroll.

II. JOBS AVAILABLE

There are a variety of jobs available among openings on file in the Student Financial Aids Office. In addition to the usual clerical and manual type job positions, there are many that require special skills. The jobs available through the Regular Payroll and Work-Study do not include those with the University Food Service. The Food Service on our campus is privately owned and they do their own hiring.

III. LENGTH OF THE PROGRAM

The length of the program will be for the academic year. A student will be employed under this program from September through the middle of May. Even though a student is certified to participate in the Work-Study or Regular Programs, the student is under no obligation to seek employment should they decide they do not wish to work. When the academic year ends and a student has not earned the award offered, any balance remaining is forfeited. The summer session is considered a separate period of time.

IV. HIRING CARDS

The Hiring Card will identify the student as an eligible Work-Study or Regular employee. This card will be shown to the student's employer with whom he/she interviews. The Hiring Card must be obtained in the Financial Aids Office. The card will go with the student to his/her employer who will keep the third copy. The employer must include a job description along with the other required information which he/she adds to the card. The student will take the Hiring Card to the Personnel Office and fill out a W-4 form. The Personnel Office will keep the second carbon and return the original to the Financial Aids Office.

V. HOURS PER WEEK

The campus guideline is that a student work no more than 20 hours per week during the academic year while classes are in session, unless there are exceptional circumstances approved by the Financial Aids Office. The number of hours a student will work will depend a great deal upon the student's class schedule, the allocation made to the student/department and the needs of the employer.

Federal and state regulations state that an eligible student may not be employed more than a maximum of 40 hours per week. This maximum applies whether the employment is to occur during the academic year when the student is enrolled on at least a half-time basis or during the summer (or other comparable periods).

VI. WAGES

Wage rates for student employment must meet the appropriate federal and state requirements for hourly minimum wages. The salary will be established by the employer after discussion with the student. The current salary range for student employment is $2.20 to a maximum of $2.50. Employers should offer the minimum hourly wage to new student workers--with adjustments considered as appropriate.

The Financial Aids Office is responsible for establishing the student salary range for campus employees. Wages in excess of $2.50 per hour must be approved by the Financial Aids Office. Pay will be paid under "Hours-pay-for-an-hours-work."

VII. PAYROLL

At the end of each pay period, the employer must complete a payroll time card for each student showing the number of hours worked each day.

The student will be paid on a bi-weekly basis based upon a prescribed pay schedule. The payroll time card, with the job description completed, must be signed by the student and employer and turned into the Personnel Office.

VIII. STUDENT OBLIGATIONS

The student's obligations are to conduct themselves as mature adults and to deliver a full measure of work for the time employed. The employee should expect from the student the same regular, punctual and efficient performance that they would expect from their full-time employees.

Family Educational Rights and Privacy Act

SOURCE: Registrar's Office--George Lehner

Recent interpretations of the Family Rights and Privacy Act of 1974 (Buckley Amendment) have important implications in the handling of student information by campus offices.

In simple language, the only information about a student which may be divulged without his express written consent is that which is published in the official campus directory. This is the directory which was published by Pi Sigma Epsilon this semester. Class schedules of students, major and minor, and published graduation information may also be divulged.

Any other information appearing on lists distributed by campus data gathering offices is strictly confidential. This includes such items as Social Security numbers, Percentile Ranks, etc.

Transcripts may only be requested in writing or in person by the student himself/herself or a parent who claims his son/daughter on his income tax return. Teaching and Administrative Faculty who have access to the records assume the legal responsibility for protecting the security of the information.

Faculty conducting research using student records will be asked to explain the use of the records in writing. The same holds true for fraternity/sorority advisers who request student information. The latter would be well advised to have the prospective student members request and supply the needed record information as there is no charge for transcripts.

Any student has the right to refuse to be included in the campus directory. This request must be made in writing at the Registrar's Office.

Currency of Catalogue Offerings

SOURCE: Vice Chancellor and Dean of Faculties--Edwin G. Speir, Jr.

Departments of instruction shall ensure the currency of catalogue descriptions pertaining to the courses of instruction which they offer. Undergraduate courses which have not been offered for the three calendar years immediately preceding the issuance of a new edition of the catalogue shall be dropped from the list of approved courses. Exceptions to this policy must be approved by the University Curriculum Committee. Graduate courses which have not been offered for five calendar years shall be dropped from the catalogue. Exceptions must be approved by the Graduate Council.

Incompleted Courses--Use of the Grade "I"

SOURCE: Registrar's Office--George Lehner

If a student has been doing satisfactory work until near the end of a semester or summer school, and then because of illness or other unavoidable circumstances has been prevented from completing the work, the instructor may give the student an "Incomplete" and extend him/her the privilege of completing the work by a later date.

By action of the Faculty Senate, when a faculty member issues an incomplete, he is required to fill out a contract with the student specifying the work needed to complete the course and the date by which the work is to be completed. Copies of the contract are to be distributed as follows: one to the student, one to the department chairperson, one attached to the grade sheet for the Registrar, and one is to be kept by the issuing faculty. If the student is not on campus to sign, attach two copies to the grade sheet. If no contract accompanies the grade sheet, an "N" grade will be given. A copy of the contract form is on the reverse side of this page. Additional contract forms are available from the Registrar's Office.

An incompleted course must be completed within six calendar months or by an earlier date assigned by the issuing faculty. Failure of student to meet the deadline results in an automatic "F". The grade "I" (incomplete) shall carry 0 credit points but will not be computed in the scholastic index.

In no case should the "Incomplete" be given to a student who, through his own fault, has failed to complete the requirements of a course on time or who fails to report for the final examination as scheduled.

CONTRACT FOR "INCOMPLETE" GRADE

Student ______________________________ ID________________

Faculty _______________________ Department _______________

The following work must be completed by _____________________ or within six months from the last day of classes, whichever falls earlier:

We agree to abide by this contract. Failure to complete this work by indicated date will result in an "F" grade.

Faculty_______________________ Student____________________
signature signature

Relationship Between Credits and Hours of Formal Attendance

SOURCE: Vice Chancellor and Dean of Faculties--Edwin G. Speir, Jr.

The relationship between credits given for a course and the hours required for formal attendance in that course should adhere as much as possible to the following guidelines:

> One class-hour of lecture weekly for at least 15 weeks or the equivalent for each hour of credit, or two class hours of laboratory sessions or the equivalent for at least 15 weeks for each hour of credit.

As these guidelines express both minimums and maximums, all departures from them must, in each case, be justified on the basis of need.

Courses to be Approved Prior to Being Advertised

SOURCE: Vice Chancellor and Dean of Faculties--Edwin G. Speir, Jr.

No course of instruction shall be advertised, listed, or offered for student pre-registration, nor shall any contractual obligations pertaining to such course be made prior to the complete and final approval of the Vice Chancellor and Dean of Faculties. Any course which has not received complete and final approval by the Faculty Senate by one week prior to the beginning date of pre-registration for the succeeding semester cannot be offered in the succeeding semester except by special approval of the Vice Chancellor and Dean of Faculties.

Numbering and Naming of "Special" Courses

SOURCE: Vice Chancellor & Dean of Faculties--Edwin G. Speir, Jr.

The following numbers and names will apply to the types of courses listed below. Department Chairmen are requested to renumber and rename pertinent existing courses within their areas of concern, using the established channels of curricular change, i.e., Department, School Curriculum Committee, University Curriculum Committee, Faculty Senate, Office of the Vice Chancellor and Dean of Faculties. New courses within these types should also adhere to the following:

490 - Workshop: a study group of less formal organization than the usual college course in which participants may share with formal leadership in the identification of problems and issues to be studied, principles to be discussed or methods and resources to be used.

492 - Field Study: a study for which data gathered from sources broader than the classroom or laboratory, often involving off-campus work study experience in an area which has been selected for exploration.

493 - Applied Study: a study providing appropriate practical experience in the major with an agency, and under the cooperative direction of a faculty supervisor and an agency supervisor.

494 - Seminar: an advanced course of study which may involve original research on the study of valuable sources in a particular field and which is pursued by advanced students under the guidance of an instructor.

496 - Special Study: a course which is not regularly included in the curriculum but which is offered from time to time on topics selected on the basis of need, interest, or timeliness.

498 - Independent Study: a study carried on in an area of special interest for a variable number of credits under the sponsorship of an interested instructor and with a minimum of external guidance.

Note: A Department may have several Seminars or Workshops, for example. Each Seminar will carry the 494 number, but its positive identification will be its name, in conjunction with the 494 number. Assignment of the same number to several workshops presents no problem to the Registrar or Computer Center, provided the courses are further positively identified by name.

Adoption Procedure for New Majors, Minors, and New Degree Programs

SOURCE: Associate Dean of Faculties--Fannie E. Hicklin

Majors and new degree designations gain the approval of appropriate departments and college curriculum committees, the University Curriculum Committee, and the Faculty Senate. The proposal is then directed to the Vice Chancellor and Dean of Faculties, who forwards it for approval or disapproval by Central Administration and the Board of Regents. Minors are adopted locally and forwarded to System Administration for action after Faculty Senate approval.

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STEPS IN THE UNDERGRADUATE CURRICULUM PROCESS

	Individual or Committee	Dept. or Area	College Curriculum Committee	Teacher Education Council	University Curriculum Comittee	Senate	Central Administration		Board of Regents
							Information	Action	
1. New Degree	1	2	3	4(a)	5	6		7	8
2. Revision of Basic Studies	1	2	3(b)	4	5	6			
3. New Majors	1	2	3	4(a)	5	6		7	8
4. New Emphases Within Existing Majors	1	2	3	4(a)	5	6		7	
5. New Minors	1	2	3	4(a)	5	6		7	
6. New and Unique Course Sequences	1	2	3	4(a)	5	6	7		
7. New Courses	1	2	3	4(a)	5	6			
8. Deletion of Existing Courses	1	2	3		4	5			
9. Change of Course Number	1	2	3		4	5			
10. Change of Course Title	1	2	3		4	5			
11. Change of Course Credit	1	2	3		4	5			
12. Change of Course Contact Hours	1	2	3		4	5			
13. Change of Course Prerequisite	1	2	3		4	5			
14. Change of Course Catalog Description	1	2							
15. Degree Requirements (when not a new degree)	1	2	3	4(a)	5	6			
16. Change in Total No. of Credits Required for Major	1	2	3	4(a)	5	6			
17. Acceptance of a Minor Toward a Degree Program	1	2	3						

	Individual or Committee	Dept. or Area	College Curriculum Committee	Teacher Education Council	University Curriculum Committee	Senate	Central Administration		Board of Regents
							Information	Action	
18. Change in Total Number of Credits Required for Minor	1	2	3	4(a)	5	6			
19. Change of Required Courses Within An Existing Major	1	2	3	4(a)	5	6			
20. Change of Required Courses Within An Existing Minor	1	2	3	4(a)	5	6			
21. 490 Workshop									
Phase I (c)	1	2	3		4	5			
Phase II (d)	1	2							
22. 492 Field Study									
Phase I (f)	1	2	3	4(a)	5	6			
Phase II (g)	1	2							
Phase III (h)	1	2							
23. 493 Applied Study (i)	1	2	3		4	5			
24. 494 Seminar									
Phase I (c)	1	2	3		4	5		6	
Phase II (d)	1	2							
25. 496 Special Study									
Phase I (c)	1	2	3		4	5		6	
Phase II (d)	1	2							
26. 498 Independent Study									
Phase I (c)	1	2	3		4	5		6	
Phase II (e)	1	2							

(a) Requires recommendation of Teacher Education Council if of concern to the College of Education and/or programs for teachers; otherwise proceeds directly to University Curriculum Committee, and Teacher Education Council is not involved.

(b) Changes in the Basic Studies must be approved by the Curriculum Committee of all the concerned Colleges and Schools.

(c) Approval, coordination, recording, and implementation follow the ordinary and complete process in Phase I, which constitutes the Department's initial application for the course and number as a Catalog listing which will state its nature in general terms.

(d) The initial application of Phase I for the course and number having been made and granted, Phase II enables the Department to use the course and number for a specific purpose, provided that:

(1) A course outline is constructed;
(2) A bibliography is prepared;
(3) A list of Library holdings is prepared;
(4) The course is approved in a Department meeting and its approval is duly recorded in the Minutes of that meeting; and
(5) The materials listed in 1, 2, 3, and 4, above, are deposited with the Office of the Vice Chancellor and Dean of Faculties, which office will serve as the Office of Record, at least one week prior to preregistration for the semester in which the course is to be taught.

(e) 498 Independent Study, having been regularly adopted in Phase I and thus listed in the Catalogue, thereafter becomes entirely a departmental matter, and the Department Chairman will maintain such records as are necessary to indicate the assignment of students to professors for purposes of individual study.

(f) Sequence to be followed for initial catalogue listing.

(g) Educational tours -- after catalogue listing has been accomplished according to Phase I and with the approval of the Chancellor.

(h) Other than Educational Tours -- after catalogue listing has been accomplished according to Phase I.

(i) Appropriate practical experience in the major with an agency and under the cooperative direction of a faculty supervisor and an agency supervisor.

NOTE: With regard to the 490 series, the number of credits offered and undertaken will be established prior to enrollment in the course, and the Registrar given due notice thereof.

Guidelines on Faculty and Academic Staff Vacation

SOURCE: Chancellor's Office--James R. Connor

Annual (12 month) basis appointments include provision for one calendar month's vacation with pay to be taken at the convenience of the employing Unit. Academic year basis appointments are made without vacation allowance. The following operating guideline is to assist departments in interpreting the vacation policy for annual basis appointments.

1. "One calendar month" is defined to include weekends. To facilitate recordkeeping and entitlement determination, it is suggested that this "month" be interpreted as 22 working days (i.e., Monday through Friday, excluding holidays) and that vacation accrual and use records be kept on a calendar year basis (January 1 through December 31).

2. Vacation may be anticipated for the calendar year. Any termination will require an adjustment in the final salary check if vacation taken exceeds the vacation earned.

3. Short-term annual basis appointments carry the same vacation accrual privileges as full year appointments. Part-time annual basis appointments carry proportional paid leave allowance (e.g., a half-time annual basis appointee will earn to 22 half-time working days vacation for each full year of half-time service.)

4. Annual basis appointees may accumulate, for carry-over purposes, a maximum of one year's vacation time. This means that a maximum of 44 days of vacation time could conceivably be taken--back to back--at any one time.

5. Annual basis appointees who terminate their employment within the System may be paid for unused vacation not to exceed 22 days by extending their planned termination date sufficiently to cover their accrued vacation; that is, they may take "terminal leave". (If the appointee is to be employed by another Wisconsin State Agency, the receiving agency may either assume the appointee's vacation entitlement in return for his earlier starting date with it, or it must allow the appointee to take his vacation prior to employing him. The same is true for transfers within the System.)

6. The University is required to keep records on vacation leave. A form is to be filed each month with the Chancellor's Office by Department Chairpersons and supervisors of other units with vacation time reported for faculty and academic staff personnel on annual appointment.

University of Wisconsin System Sick Leave Policy

SOURCE: Chancellor's Office--James R. Connor

Absences of faculty and academic staff of the University of Wisconsin System because of personal illness, injury or pregnancy, as well as attendance on the children or spouse of a staff member whose condition requires the staff member's direct care, will be subject to the following leave policy, effective June 8, 1973.

The policy is applicable, without regard to extent of appointment, to all faculty and academic staff other than graduate assistants or visiting faculty who are covered by sick leave provisions at their home institutions.

Accumulation of Leave

Staff members whose initial appointments are for nine months or more shall be granted 22 working days* (i.e. Monday through Friday exclusive of holidays) of leave which they may draw upon as required by illness, injury, disability, or pregnancy. After 1 1/2 years of service, additional non-lapsing leave is earned by such members at the rate of 1 day per month for persons holding annual appointments,6 days per semester and 4 days per quarter for persons who hold academic year appointments with a maximum annual accumulation limited to not more than 12 days. Unused sick leave shall accumulate from year to year in the staff member's account.

If a staff member takes sick leave, the rate of sick leave compensation shall be the rate of salary which the staff member would have normally received. Other than the 22 days of sick leave granted to the staff member upon appointment, sick leave may be taken only after it has been earned (i.e. it may not be anticipated). A staff member utilizing paid sick leave continues to accumulate sick leave during the period of absence. However, a staff member shall not accumulate sick leave while on an unpaid leave of absence. Previously accumulated sick leave shall not be affected by unpaid leaves of absence.

Pro-ration of Accumulated Sick Leave

Initial entitlement and accumulation of sick leave as specified in the preceding section assume full-time appointment of 9 months or more. Part-time appointees have an initial entitlement, earn and are charged sick leave in proportion to the extent of their appointment.

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* The word "days", wherever used in this document, refers to working days.

Allowance for Past Service

On the effective date of this policy, University of Wisconsin System staff members whose appointments are normally for nine months or more shall have an initial accumulation totaling the amount of sick leave the individual would have accrued during previous years of service if this sick leave plan had been in effect less a debit of two days per year of service.

Cancellation and Reinstatement

If a staff member leaves employment within the University of Wisconsin System, unused sick leave will be terminated but will be reinstated if the staff member is reappointed to any position within the System within three years.

Relation of Sick Leave to Income Continuation Insurance

When a staff member becomes eligible to receive compensation under income continuation insurance, sick leave benefits are no longer applicable to that illness.

Faculty with Teaching Responsibilities

In any semester* in which a faculty member** who has teaching responsibilities is entitled to use sick leave, the provisions of this policy shall be modified as follows:

(1) If a faculty member's duties are assumed by colleagues for the duration of the semester, as has been the traditional way of covering teaching responsibilities, the absent individual will not be required to use sick leave until the end of the semester in which the absence began.

(2) If a replacement is appointed to assume the faculty member's responsibilities he or she must use sick leave.

Whichever of the above situations obtains during the semester in which the absence commences, the absent staff member will be required to use sick leave thereafter.

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* The word "semester", here and wherever subsequently used in this document, shall also be interpreted to mean "quarter" or any other institutionally defined instructional time period.

** For the purpose of this document, faculty assistants, lecturers and instructors with teaching responsibilities shall be accorded the same sick leave provisions as members of the teaching faculty. Visiting faculty whose home institutions do not provide for sick leave shall also be covered by the provision.

Use of Sick Leave for Medical Absence That Can Be Anticipated

In order to minimize disruption of the academic program and the attendant demands on students and staff, a member of the faculty who has teaching responsibilities and who expects absence under this policy during an upcoming semester may, with two months' advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. Such leave will be taken only at the option of the faculty member, but the university may require proof at the time two months notice is given that the anticipated absence cannot be arranged so as to avoid interruption of teaching duties. Under this clause the faculty member may receive the sick leave benefits for which he or she would have been eligible had the staff member remained on duty up to the time of disability. Other portions of the semester not covered by sick leave will be on leave without pay.

Leave for Maternity Purposes

Provisions governing maternity leave do not differ from policies governing other temporary disabilities. A teaching or non-teaching staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed for prenatal, delivery and postdelivery care while physically unable to perform her duties. Thereafter, she may take additional consecutive days or the remainder of the semester as unpaid leave at her option.

A member of the faculty with teaching responsibility, alternatively, may opt to receive a combination of paid and unpaid leave as provided in "Use of Sick Leave for Medical Absence That Can Be Anticipated." In such cases it shall be understood that the timing of pregnancy cannot be "arranged" under the meaning of this policy.

In the semester after the one in which delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester.* In the case of a non-tenured faculty member such leave will not be counted in the calculation of probationary time. A female staff member who anticipates taking leave for maternity should so inform her chairman or supervisor as early as possible.

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* Either parent may receive such leave in the semester following the birth of the child. However, if both parents are employed by the University, only one may receive such leave for child care.

Sick Leave During Summer Session

Staff members whose basic appointments are for nine months or more and who teach in the summer session may qualify for sick leave in the summer session, provided inception of the illness occurs on the first or subsequent day of the summer session. Visiting faculty, if not covered by sick leave provisions at their home institutions, are covered during the summer session provided their appointments at the university extend for at least nine months in addition to the summer session term. Exceptions to this policy regarding sick leave during the summer session may be made, on behalf of the members of the permanent faculty only, at the discretion of the Chancellor.

Exempted Staff Members

Many members of the University of Wisconsin-Extension staff hold joint appointments with Wisconsin counties. It has been customary for most such individuals to observe the vacation and sick leave policies of the counties in which they are based. Provisions of this sick leave policy do not apply to faculty and academic staff members who elect to observe the sick leave policies of a county. However, the University System sick leave policy does apply to county-based staff members who elect to receive coverage under income continuation insurance for which a state contribution is made.

Records

The University if required to keep records on sick leave. A form is to be filed each month with the Chancellor's Office by Department Chairpersons and supervisors of other units with sick leave reported for faculty and academic staff personnel on annual appointment.

Exceptions

Nothing in this policy shall terminate benefits or commitments previously made to persons absent for medical reasons on the effective date of this policy.

Accumulation of Sick Leave Upon Retirement

Wisconsin Statutes provide that the accumulated sick leave of a faculty or academic staff member may be converted into payment for health insurance premiums after retirement or in the event of death. The amount of money available to the insured retiree or to his/her survivors is calculated on this basis: accumulated days of sick leave times the daily final salary at that time. If the insured employe dies prior to retirement or before the exhaustion of this fund after retirement, the spouse and surviving dependent children may continue to have their state group health insurance premiums paid until the fund is exhausted.

Informal and Formal Leave of Absence Without Pay for Civil Service Employees

SOURCE: Personnel Office--Mark J. Rehrauer, Director

The informal leave policy which allows for leave without pay for periods not to exceed 174 consecutive work hours requires the approval of the supervisor and the Personnel Director.

The employee shall request in writing to the Personnel Director, with a copy to the supervisor, the reason for the leave, the dates of the leave, and any additional information requested by the supervisor or Personnel Director which will be helpful in the decision making process.

The supervisor will make a recommendation of approval or disapproval to the Personnel Director in writing.

Notice of approved leaves will be sent to the supervisor and employee.

Formal leaves are those leaves which exceed 174 consecutive work hours and will require the same written request and documentation as the informal plan. In addition, formal leave forms must be completed in the Personnel Office by the employee, the supervisor and the Personnel Director once the decision has been made to grant the leave. Formal leave of absence papers have a copy sent to Madison. On medical leaves, a statement from the employee's doctor is required.

Classified Leave of Absence Policy

SOURCE: Personnel Office--Mark J. Rehrauer, Director

The current Personnel Board Rules [Pers. 18.05 (1) (6)] read in part, "Leave without pay may be granted for: Educational purposes where direct or indirect benefit accrues to the service; purpose of working for a limited period in other employment where the experience would afford a direct benefit in the performance of his or her work for the state upon his or her return; maternity cases and *exceptional personal reasons other than those mentioned above*." (Italics added.)

It is the intent of this policy to clarify this University's policy regarding leave requests for *personal reasons only*.

An employee will not be eligible for this type of leave until the completion of two years of employment with UW-Whitewater.

Employees will be eligible for one month leave per year without pay for personal reasons after the completion of two years at UW-Whitewater. After five years service, eligibility for two months leave per year without pay is granted.

The granting of a leave of absence is at the discretion of the appointing officer with the approval of the Director of the Bureau of Personnel.

All requests for leaves must be in writing, directed to the Personnel Director. The leave of absence request must be approved in writing by the employee's immediate supervisor.

If there are any questions regarding this matter, contact the Personnel Director.

Military Leave of Absence

SOURCE: Wisconsin Statutes, Chapter 39, Section 65.

Officials and employes of the state who have permanent status and who are members of the national guard, the state guard, or any other reserve component of the military forces of the United States or this state now or hereafter organized or constituted under federal or state law, are entitled to leaves of absence without loss of time in the service of the state, to enable them to attend military schools and annual field training or annual active duty for training, and any other state or federal tours of active duty, except extended active duty or service as a member of the active armed forces of the United States which have been duly ordered but not exceeding 15 days, excluding Saturdays, Sundays and holidays enumerated in sub. (4) in the calendar year in which so ordered and held. During this leave of absence each state official or employe shall receive his base state pay less the base military pay received for and identified with such attendance but such reduction shall not be more than the base state pay.

Such leave shall not be granted for absences of less than 3 days. A state official or employe serving on state active duty as a member of the national guard or state guard, may elect to receive pay from the state under s. 20.465 (1) in an amount equal to his base state salary for such period of state active duty. Leave granted by this section is in addition to all other leaves granted or authorized by any other law. For the purpose of determining seniority, pay or pay advancement and merit increases the status of the employe shall be considered uninterrupted by such attendance.

Regents' Policy Concerning Retirement/Maximum Age for Employment: Faculty, Academic Staff, and Limited Appointments

SOURCE: Board of Regents Resolution of December 6, 1975

I. Former Chapter 36 Campuses

For a member of the faculty, as defined in s. 10A.02, *Laws and Regulations of the University of Wisconsin*; or for a member of the academic staff, as defined in s. UWS 1.01, Wis. Adm. Code, holding an indefinite appointment, who is employed at a former University of Wisconsin campus on or after November 1, 1975, retirement shall be automatic at the end of the fiscal year during which the faculty member or academic staff member holding an indefinite appointment reaches his/her 70th birthday. The Regents, however, reserve the right to terminate or modify the appointment of any such individual between the ages of 65 and 70 when such actions seem to them desirable, following consultation by the administration with the University Committee or similar faculty governing body.

II. Former Chapter 37 Campuses

For a person who started employment at a former Wisconsin State Universities campus or the Board office as a "teacher," as defined in s. 37.31(1)(c), Wis. Stats. (1971), on or before July 8, 1974, and has been so employed continuously since; or at a former Wisconsin State Universities campus as a member of the "faculty," as defined in s. UWS 1.04, Wis. Adm. Code, on or after July 9, 1974; or at a former Wisconsin State Universities campus as a member of the academic staff, as defined in s. UWS 1.01, Wis. Adm. Code, under an indefinite appointment on or after November 1, 1975, retirement shall be automatic on June 30, immediately following such person's 70th birthday.

III. Employment Eligibility of Fixed Term Academic Staff

A member of the academic staff, as defined in s. UWS 1.01, Wis. Adm. Code, employed at an institution in the University of Wisconsin System under a fixed term appointment shall be eligible to be employed under fixed term appointments until June 30 following the academic staff member's 70th birthday.

IV. Major Administrative Positions

For faculty and academic staff members serving in major administrative posts at the position of dean or director, or higher, the administrative responsibilities shall be terminated on June 30 following the 65th birthday. The chancellors and president may recommend exceptions for continuation of administrative responsibilities on a year-to-year basis. The termination of the administrative responsibilities of an individual does not preclude the possibility of that person serving in some other capacity until mandatory retirement.

Overtime Hours for Classified Employees

SOURCE: Personnel Office--Mark J. Rehrauer, Director

All supervisors will limit the number of work hours for classified employees to 40 hours per week. This will prevent the payment of time-and-one-half under the wage and hours law. The present State Civil Service regulation is more strict than the Fair Labor Standards Act.

Hours worked, hours on sick pay and paid holiday hours are counted as hours worked for the purpose of computation of overtime by the State for bargaining unit employees.

No overtime will be processed for payroll unless prior to the overtime worked, written approval has been requested and approved by the following procedure:

> The supervisor shall appeal in writing with copies to the Personnel Director, through their supervisor, the person or persons to be required to work. Reason for overtime--dates and hours requested--shall be given. The request will be processed at various levels with final approval required by the Chancellor, Vice Chancellor or Assistant Chancellors in the four respective divisions of the University. After final approval, the Personnel Office will be authorized to process the overtime when worked.

It should be remembered that compensatory time taken in other than the same week in which it is earned at straight time is considered overtime, since it would be time-and-one-half the next week. This requires prior approval, as it constitutes overtime.

Guideline on Tenure Rights for Faculty in Former WSU Institutions

SOURCE: University of Wisconsin System, Senior Vice President--Donald K. Smith

Guideline on decisions involving layoff of tenured faculty for budgetary reasons; Chapter 37:

The following guideline concerns tenure rights for faculty in Chapter 37 and is provided as an interpretation of the meaning of "tenure within the System" which follows from the opinion of Attorney General Warren, dated March 31, 1971.

1. The right of "Tenure within the System" applies only to faculty in the former Chapter 37 Institutions and Centers and has reference only to employment rights within these Chapter 37 Units.

2. The tenure right of the faculty member is in the department or division of the Chapter 37 Unit of the System in which the faculty member is currently employed.

3. Judgments by the Unit that positions must be eliminated because of fiscal necessity should be made on the basis of prudent and equitable academic judgment concerning the numbers and kinds of positions which must be maintained for the Unit to fulfill its mission.

   This means that positions should not be eliminated by identification of the numbers of positions that must be vacated and the termination of an equal number of persons on the basis of seniority or rank in the Unit as a whole. Rather, the numbers must be taken from departments or divisions judged to be relatively overstaffed in relation to teaching loads than other departments or division, or judged to have staff assigned to functions which have lower priority in relation to maintenance of the Unit's performance than other functions maintained by the Unit.

4. Within the departments or divisions from which staff are identified for layoff, tenured faculty should not be laid off until all non-essential non-tenured staff have been notified of their non-renewal. Tenured faculty should be laid off on the basis of seniority within the department or division unless there is compelling evidence that the department or division could better fulfill its mission by loss of the particular skills of a tenured person with more seniority than by loss of the particular skills of a tenured person with less seniority.*

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* The Faculty Personnel Rules treat in greater detail the basis and procedure for designating faculty for layoff notice.

5. Within the Unit, layoff of a tenured faculty member for fiscal reasons in one department or division gives to that faculty member a first claim upon any open position in another department or division for which he or she is professionally prepared and which involves duties he or she is judged to be competent to perform. The judgment on preparation and competence should be made by the employing department or division, subject to approval by the relevant administrative officers, including the Chancellor. Denial of the opening to a tenured faculty member of the Unit who has been laid off, and who believes himself to be prepared and competent to fill the opening, must be based on documented evidence from the employing department or division which supports its judgment.

6. Among the Chapter 37 Units, a tenured faculty member laid off in one Unit shall have first claim to an opening in another Unit, if:

   (a) The faculty member registered his or her name with Central Administration asking that his or her qualifications be circulated to all Chapter 37 Units; and
   (b) The faculty member applies for the open position within a period of 10 working days of official notification thereof; and
   (c) The faculty member is judged to be professionally prepared for the open position, and competent to perform the duties associated with that position. Judgment concerning preparation and competence shall be made by the employing department or division, subject to approval by the relevant administrative officers of the Unit. Denial of an opening to a tenured faculty member from another Chapter 37 Unit who believes himself or herself qualified for the open position must be based on documented evidence from the employing department or division which supports its judgment.

7. The tenured faculty member laid off in one Chapter 37 Unit has no claim to a position in another Chapter 37 Unit unless such position becomes open. An "open position" is one which is vacated by the incumbent, becomes vacant due to a non-renewal, termination or retirement, or is a new, additional position authorized for the institution

   It is obligatory for former WSU campuses and branch campuses to provide Central Administration with a position description/qualifications sheet and to obtain Central Administration clearance before seeking candidates for an open faculty position.

On receipt of the position description/qualifications sheet, Central Administration will review the qualifications of all individuals registered with it under 6.(a) and notify any who appear to be possible candidates for the position. An individual so notified has ten working days after receipt of notice to apply for the position. A copy of the application must be sent to Central. If no individuals so notified apply within the specified time period, Central will authorize open recruitment for the position. If a notified individual applies, the Unit shall afford him or her an interview within fifteen working days of the application unless some other period is mutually agreed to by the Unit and the applicant. The interview and any related reference checks will occur within the context of 6.(c) above. Any notification of the position description/qualifications sheet must be approved by Central. If an applicant under this section is judged to not meet the qualifications for the position, he or she will be notified in writing and a copy furnished Central. At this time, Central Administration can authorize open recruitment.

8. If a tenure layoff designee relocates under the provisions of 7. above, he or she does not automatically gain institutional tenure in the sense of Chapter 36, Wis. Stats. and UWS Administrative Code, Section 3.01(1) (2). Unless the new employing institution grants institutional tenure, the individual's continuing tenure rights are the statutory type earned under former Chapter 37, Wis. Stats. The individual's seniority in the new employing institution will be calculated on the basis of time employed there. The individual's rank and salary in the new institution are determined by that institution in line with its specifications in the position description and the budgetary allocation for the position.

UNIVERSITY OF WISCONSIN SYSTEM

Chapter UWS 9

ACADEMIC STAFF RULES: COVERAGE AND DELEGATION

UWS 9.01 COVERAGE. The rules of chapters UWS 10-14, and the policies and procedures developed by particular institutions or central administration thereunder, apply to all academic staff appointments within each institution or within the central administration. In chapters UWS 9 through 14, where appropriate, "president" may be substituted for "chancellor" and "central administration" for "institution".

UWS 9.02 DELEGATION. Each chancellor shall provide for the establishment of a committee to advise the administration on policies and procedures for academic staff adopted by the institution pursuant to chapters UWS 9-14. At least a majority of the members of this committee shall be members of the academic staff elected by members of the academic staff. Members of the committee shall select the chairperson thereof. Institutions which now have persons with faculty rank holding positions which will become academic staff positions under the definitions of faculty and academic staff provided in chapter 36, Wis. Stats., may designate such persons as academic staff for purposes of eligibility to participate in the election of members of the committee chosen in this way, and eligibility for election to the committee. Wherever each institution is charged in chapters UWS 10-14 with adopting policies and/or procedures, the chancellor shall develop these policies and procedures in consultation with the committee, and, as appropriate, members of the faculty and student body. Policies and procedures developed by each institution for administering the elements of the academic staff personnel policies addressed by these rules shall be in full force and effect when finally approved by the chancellor and forwarded to the board. The board may undertake a review of any or all portions of such policies and procedures but shall complete such review within 90 days of the receipt of the policies and procedures. Should the board within 90 days return to the institution any portion or portions of its policies and procedures as disapproved, that portion or portions shall be suspended until reconsideration and resubmission has taken place.

Chapter UWS 10

ACADEMIC STAFF APPOINTMENTS

UWS 10.01 TYPES OF APPOINTMENTS. Academic staff appointments may be fixed term, probationary or indefinite. Several probationary academic staff appointments may precede the granting of an indefinite appointment. Each institution shall develop guidelines concerning the categories of academic staff positions that may be appropriately designated as fixed term, probationary or indefinite appointments. Appointments may be made in the central administration, an institution, college, department (or its functional equivalent), or a specified research or program unit. An appointment shall be limited to an operational area specified at the time of the appointment and shall not carry rights beyond that limitation.

UWS 10.02 RECRUITMENT AND LETTER OF APPOINTMENT. (1) Each institution shall develop procedures relating to recruitment of members of the academic staff. The procedures shall be consistent with board policy and state and federal laws with respect to nondiscriminatory and affirmative action recruitment. The procedures shall allow maximum flexibility at the department, school and college levels to meet particular needs.

(2) The terms and conditions of the appointment shall be specified in a written letter of appointment. The appointment letter shall be signed by an authorized official of the institution and should contain details as to the terms and conditions of the appointment, including but not limited to type of appointment (fixed term, probationary or indefinite), duration of the appointment (starting date, ending date), salary, general position responsibilities, definition of operational area, the length of the probationary period (if appropriate), and recognition of prior service as part of the probationary period (if appropriate). Accompanying this letter shall be an attachment detailing institutional and system regulations, rules and procedures relating to academic staff appointments. If the appointment is subject to the approval of the board, a statement to this effect must be included in the letter. An amended letter of appointment should be sent in situations where a significant change in position responsibility occurs.

UWS 10.03 APPOINTMENT POLICIES. (1) Fixed Term Appointments. Each institution of the system may employ academic staff members on fixed term appointments. Such appointments shall be for a fixed term to be specified in the letter of appointment, are renewable solely at the option of the employing institution, and carry no expectation of reemployment beyond their stated term, regardless of how many times renewed. The initial fixed term appointment may include a specified period of time during which the appointee may be dismissed at the discretion of the authorized official. Such a dismissal is not subject to the provisions of UWS 11. Unless otherwise specified, fixed term appointments shall be for a period of one year. Each institution shall develop policies and procedures for the use of such appointments. The policies and procedures of each institution shall specifically treat the issue of job security including appropriate due process protections in the case of nonreappointment for those fixed term academic staff members who have served the institution for a substantial period of time. Such policies and procedures shall be formulated so as to meet the continuing needs of the institution while at the same time recognizing the employment commitment and contribution to the institution provided by such fixed term academic staff members.

(2) Indefinite and Probationary Academic Staff Appointments. Indefinite appointments and probationary academic staff appointments shall be authorized by the chancellor or his/her designee.

(a) Probationary academic staff appointments. Each institution of the system may appoint selected members of the academic staff to probationary academic staff appointments leading to review and a decision on an indefinite appointment. These procedures shall provide for appropriate counting of prior service, for a maximum probationary period not to exceed 7 years of a full-time position, for annual appraisal of performance, and for an affirmative review process prior to the end of the probationary period resulting in promotion to an indefinite appointment or termination of the appointment. A longer maximum probationary period may be provided for part-time appointees. Unless otherwise specified, probationary appointments shall be for a period of one year. A leave of absence shall not constitute a break in continuous service, nor shall it be included in the probationary period. An indefinite appointment is not acquired solely because of years of service.

(b) Indefinite appointment. An indefinite appointment is an appointment with permanent status and for an unlimited term, granted by the chancellor to a member of the academic staff. Such an appointment is terminable only for cause under UWS 11 or for reasons of budget or program under UWS 12. Such an appointment may be granted to a member of the academic staff who holds or will hold a half-time appointment or more. The proportion of time provided for in the initial indefinite appointment may not be diminished or increased without the mutual consent of the academic staff member and the institution unless the appointment is terminated or diminished under UWS 11 or UWS 12. Each institution shall adopt procedures to govern indefinite appointments including provisions for annual appraisal of performance.

UWS 10.04 NONRENEWAL OF PROBATIONARY ACADEMIC STAFF APPOINTMENTS.

(1) Each institution shall establish procedures for dealing with instances where probationary academic staff are not renewed. Nonrenewal is not a dismissal under UWS 11. A nonrenewal member of the academic staff shall be provided with an opportunity to request and to receive, in writing, the reasons for nonrenewal and to receive a review of the decision upon written appeal by the academic staff member concerned within 20 days of notice or nonrenewal (25 days if notice is by first class mail and publication). The hearing body may be either an appropriate committee or a hearing examiner as designated in the institutional procedures. Such review shall be held not later than 20 days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing body. The burden of persuasion in such a review shall be on the nonrenewal appointee and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:

(a) Conduct, expressions or beliefs which are constitutionally protected, or actions which are consistent with an appropriate professional code of ethics;

(b) Employment practices prescribed by applicable state or federal law; or

(c) Improper consideration of qualifications for reappointment or renewal.

For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a staff member in question if material prejudice resulted because of any of the following:

1) The procedures required by the chancellor or board were not followed; or

2) Available data bearing materially on the quality of performance were not considered; or

3) Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(2) Findings as to the validity of the appeal shall be reported to the official making the nonrenewal decision and to the appropriate dean or director and the chancellor.

(3) Such report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the hearing body, or a recommendation to the next higher administrative level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the hearing body specifically finds that such a remand would serve no useful purpose. The hearing body shall retain jurisdiction during the pendency of any reconsideration.

UWS 10.05 NOTICE. (1) Notice Periods. Written notice that a fixed term or probationary academic staff appointment will not be renewed shall be given to the appointee in advance of the expiration of the appointment as follows:

(a) Fixed term appointments: At least 3 months before the end of the appointment in the first 2 years and 6 months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of nonrenewal is required.

(b) Probationary appointments: At least 3 months before the end of the appointment in the first year; 6 months before the end of the appointment in the second year; and 12 months thereafter.

(2) Extension in the absence of proper notification. If proper notice of nonrenewal is not given in accordance with subsection (1) above, the appointment shall be extended so that at least the required notice is provided.

(3) The policies and procedures of each institution may provide for longer notice periods for teaching members of the academic staff. Unless specifically enumerated in the institutional policies and procedures, the above provisions shall govern.

Chapter UWS 11

DISMISSAL OF ACADEMIC STAFF FOR CAUSE

UWS 11.01 DISMISSAL FOR CAUSE-INDEFINITE ACADEMIC STAFF APPOINTMENTS. (1) A member of the academic staff holding an indefinite appointment may be dismissed only for just cause under sections UWS 11.02 through 11.10 of this chapter or for reasons of budget or program under UWS 12.

(2) The board's policy is that members of the academic staff are entitled to enjoy and exercise all rights of United States citizens and to perform their duties in accordance with appropriate professional codes of ethics. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

UWS 11.02 RESPONSIBILITY FOR CHARGES. (1) Whenever the chancellor of an institution receives an allegation which concerns an academic staff member holding an indefinite appointment which appears to be substantial and which, if true, might lead to dismissal under section UWS 11.01, the chancellor shall request within a reasonable time that the appropriate dean or director investigate the allegation, offer to discuss it informally with the individual, and provide information of rights to which members of the academic staff are entitled under this chapter. If such an investigation and discussion does not result in a resolution of the allegation and if the allegation is deemed sufficiently serious to warrant dismissal, the dean or director shall prepare a written statement of specific charges. A member of the academic staff may be dismissed only after receipt of such a statement of specific charges and, if a hearing is requested by the academic staff member, after a hearing held in accordance with the provisions of this chapter and the subsequently adopted procedures of the institution. If the staff member does not request a hearing, dismissal action shall proceed along normal administrative lines but the provisions of sections UWS 11.02, 11.08 and 11.09 of this chapter shall apply. In those cases where the immediate supervisor of the academic staff member concerned is a dean or director, the chancellor shall, to avoid potential prejudice, designate an appropriate administrative officer to act for the dean or director under this section.

(2) Any formal statement of specific charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class

mail and by publication as if the statement of charges were a summons and the provisions of section 262.06(1)(c), Wis. Stats., were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of statement of charges in the newspaper.

UWS 11.03 HEARING BODY. (1) The chancellor of each institution shall provide for a hearing body charged with hearing dismissal cases and making a report and recommendations under this chapter. Throughout this chapter, the term "hearing body" is used to indicate either a hearing committee or a hearing examiner as designated in the institutional procedures. This hearing body shall operate as the hearing agent for the chancellor pursuant to section 227.12 Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of fact and decision to the chancellor according to section UWS 11.07.

(2) With the concurrence of the faculty and the academic staff advisory committee of each institution, the chancellor may provide that dismissal for cause of a member of the academic staff having teaching responsibilities may be heard by the hearing body specified in section UWS 4.03. If so provided, the hearing shall be held pursuant to the provisions of chapters UWS 11.

UWS 11.04 HEARING. If the staff member requests a hearing within 20 days from the service of the statement of charges (25 days if notice is by first class mail and publication), such hearing shall be held not later than 20 days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing body. The request for a hearing shall be addressed in writing to the hearing body established pursuant to UWS 11.03. Service of written notice of hearing of the specific charges shall be provided at least 10 days prior to the hearing.

UWS 11.05 ADEQUATE DUE PROCESS. (1) Each institution shall develop policies and procedures to provide for a fair hearing upon request in the event of dismissal. A fair hearing for an academic staff member whose dismissal is sought under UWS 11.01 shall include the following:

(a) A right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought;

(b) A right to be heard in his/her defense;

(c) A right to counsel and/or other representative, and to offer witnesses;

(d) A right to confront and cross-examine adverse witnesses;

(e) A verbatim record of all hearings, which might be a sound recording, provided at no cost;

(f) Written findings of fact and decision based on the hearing record;

(g) Admissibility of evidence governed by section 227.10 Wis. Stats.

UWS 11.06 PROCEDURAL GUARANTEES. (1) The following requirements shall also be observed:

(a) Any person who participated in the investigation of allegations leading to the filing of a statement of charges, or in the filing of a statement of charges, or who is a material witness shall not be qualified to participate as a member of the hearing body;

(b) The hearing shall be closed unless the staff member under charges requests an open hearing, in which case it shall be open (see 66.77 Wis. Stats., Open Meeting Law);

(c) The hearing body shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value but shall exclude immaterial, irrelevant, or unduly repetitious testimony and shall give effect to recognized legal privileges;

(d) The burden of proof of the existence of just cause is on the administration or its representatives;

(e) If a staff member whose dismissal is sought has requested a hearing, discontinuance of the proceeding by the institution is deemed a withdrawal of charges and a finding that the charges were without merit;

(f) Nothing in paragraph (e) shall prevent the settlement of cases by mutual agreement between the administration and the staff member, with the chancellor's approval, at any time prior to final decision by the chancellor: or when appropriate, with the board's approval prior to a final decision by the board.

(g) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

(2) If the institutional policies and procedures provide that dismissal cases be heard by a hearing committee, the following requirements shall be observed:

(a) The committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of replacements equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the policies and procedures adopted by the institution;

(b) If the hearing committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and such other responsibilities as shall be determined by the committee within the provisions of the policies and procedures adopted by the institution.

UWS 11.07 RECOMMENDATIONS: TO THE CHANCELLOR. The hearing body shall send to the chancellor and to the academic staff member concerned, as soon as practicable after conclusion of a hearing, a verbatim record of the testimony and a copy of its report, findings and recommendations. After reviewing the matter on record and considering arguments if submitted by the parties, the chancellor shall issue a decision. In that decision, the chancellor may order dismissal of the staff member, may impose a lesser disciplinary action, or may find in favor of the staff member. This decision shall be deemed final unless the board, upon request of the academic staff member, grants review based on the record.

UWS 11.08 SUSPENSION FROM DUTIES. Pending the final decision as to dismissal, the academic staff member with an indefinite appointment shall not be relieved of duties, except where, after consultation with the appropriate administrative officer, the chancellor finds that substantial harm may result if the staff member is continued in his/her position. where such determination is made, the staff member may be relieved of his/her position immediately, or be assigned to another administrative unit, but his/her salary shall continue until the chancellor makes a decision as to dismissal.

UWS 11.09 DATE OF DISMISSAL. A decision by the chancellor ordering dismissal shall specify the effective date of the dismissal.

UWS 11.10 BOARD REVIEW. A member of the academic staff on indefinite appointment who has been dismissed for cause by the chancellor following a hearing may appeal this action to the board. Any appeal must be made within 30 days of the date of the decision of the chancellor to dismiss. Upon receiving an appeal the board shall review the case on the record. Following such review the board may confirm the chancellor's decision, or direct a different decision, or approve a further hearing before the board with an opportunity for filing exceptions to the hearing body's recommendations or the chancellor's decision and for oral argument on the record. If further review with opportunity for oral argument on the record is provided, this review shall be closed unless the staff member requests an open hearing. (see 66.77 Wis. Stats., Open Meeting Law) All decisions of the board, whether after review on the record or after oral argument, shall be expressed in writing and shall indicate the basis for such decision.

UWS 11.11 DISMISSAL FOR CAUSE-FIXED TERM OR PROBATIONARY ACADEMIC STAFF APPOINTMENTS. A member of the academic staff holding a probationary appointment, or a member of the academic staff holding a fixed term appointment and having completed an initial specified period of time, may be dismissed prior to the end of the contract term only for just cause or for reasons of budget or program under UWS 12. A nonrenewal of such an appointment is not a dismissal under this section. A dismissal shall not become effective until the individual concerned has received a written notification of specific charges and has been offered an opportunity for a hearing before the appropriate dean or director of his/her designee. If such hearing is requested, a determination of just cause and notification of dismissal shall be made by the dean or director or designee. If no hearing is requested the dismissal is effected by the specifications in the original notification of charges. The hearing before the dean, director or designee shall provide the academic staff member with an opportunity to present evidence and argument concerning the allegations. Dismissal shall be effective immediately on receipt of written notification of the decision of the dean or director or designee unless a different dismissal date is specified by the dean or director. Dismissals for cause shall be appealable by filing an appeal with the hearing body established under section UWS 11.03. The burden of proof as to the existence of just cause on appeal shall be on the administration or the authorized official. The provisions of section UWS 11.04, procedural guarantees, contained in sections UWS 11.05 and 11.06 and the review provisions of section UWS 11.07, shall be applicable to the appeal proceeding. In no event, however, shall a decision favorable to the appellant extend the term of the original appointment. If a proceeding on appeal is not concluded before the appointment expiration date, the academic staff member concerned may elect that such proceeding be carried to a final decision. Unless such election is made in writing, the proceeding shall be discontinued at the expiration of the appointment. If the chancellor ultimately decides in favor of the appellant, salary lost during the interim period between the effective date of dismissal and the date of the chancellor's decision or the end of the contract period, whichever is earlier, shall be restored. In those cases where the immediate supervisor of the academic staff member concerned is a dean or director, the chancellor shall, to avoid potential prejudice, designate an appropriate administrative officer to act for the dean or director under this section.

UWS 11.12 DISMISSAL FOR CAUSE-TEACHING MEMBERS OF THE ACADEMIC STAFF. The policies and procedures of each institution may provide that dismissal for cause of a member of the academic staff having teaching responsibilities and holding a probationary appointment or a fixed term appointment may proceed under UWS 11.02 to 11.10. If the institutional policies and procedures do not specifically make such provisions, dismissal for cause shall be made pursuant to UWS 11.11.

Chapter UWS 12

LAYOFF OF ACADEMIC STAFF FOR REASONS OF BUDGET OR PROGRAM

UWS 12.01 GENERAL. Notwithstanding 36.15 Wis. Stats., and UWS 10 and 11, the chancellor of each institution or his/her designee may layoff a member of the academic staff holding an indefinite appointment, or may layoff a member of the academic staff holding either a fixed term or a probationary appointment prior to the end of the appointment period, when such action is deemed necessary due to budget or program decision requiring program discontinuance, curtailment, modification or redirection. Consistent with the limitation of academic staff appointments to an operational area, each institution shall establish policies and procedures which will ensure careful consideration of layoff decisions for reasons of budget or program. The institutional policies and procedures should recognize the constraints imposed on institutional response to an unanticipated cancellation of a contract or grant or to an unanticipated decline in an income account supporting a particular activity. The institution should take such constraints into account in designing the nature and timing of the consultation appropriate to such circumstances. The institution's policies and procedures may provide as needed the alternative forms of consultation appropriate to differences in the sources of funds for various programs or activities, or differences in the timing of information concerning a decline in resources for particular programs or activities. Program decisions made pursuant to a change in the level of resources available for a particular project shall be discussed by the chancellor or his/her designee with such committee, committee or committee representatives as may be specified by institutional policies and procedures as appropriate for such purposes. Decisions affecting individuals shall be communicated to the affected persons by the chancellor or his/her designee together with a description of the change in available resources which has required the layoff decision. Nonrenewal of a probationary academic staff appointment under UWS 10.14, or a fixed term appointment, even if for financial reasons, is not a layoff for reasons of program or budget.

UWS 12.02 LAYOFF. For the purpose of this chapter "layoff" is the suspension of an academic staff member's employment by the university of Wisconsin system during the appointment period, for reasons of budget or program. A laid-off academic staff member retains the rights specified in UWS 12.07 through 12.11, inclusive. For the purposes of section 36.21 Wis. Stats., termination occurs at the time of layoff.

UWS 12.03 INDIVIDUAL LAYOFF DECISION. When a reduction in program of a particular area is required, layoffs of academic staff members with indefinite, fixed term, or probationary appointments should normally follow seniority. This presumption in favor of seniority may be overcome where program needs dictate other considerations (e.g., the need to maintain specific expertise within the program or operational area). The standard notice periods specified in UWS 10.05 should be used, unless there are compelling reasons to the contrary (e.g., almost immediate cutoff of funds), for layoff of probationary and fixed term appointments under this chapter. Indefinite appointees shall have 12 months' notice of layoff for reasons of budget or program, unless there are compelling reasons to the contrary.

UWS 12.04 HEARING BODY. The chancellor of each institution shall provide for a hearing body for the purposes of this chapter. Throughout this chapter the term "hearing body" is used to indicate either a hearing committee or a hearing examiner as designated in the institutional procedures. This hearing body shall operate as the hearing agent for the chancellor pursuant to section 227.12 Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with findings of fact and decision to the chancellor.

UWS 12.05 REVIEW AND HEARING FOR INDEFINITE APPOINTMENTS. (1) An academic staff member with an indefinite appointment whose position is to be eliminated shall be notified in writing and shall, upon request made within 20 days after such notification, be given a written statement of the reasons for the decision within 15 days, including a statement of the reasons for the determination that the budgetary or program needs should be met by curtailing or discontinuing the program in which the individual concerned works. If the academic staff member requests in writing within 20 days after receipt of said statement, he/she shall be entitled to a hearing before the hearing body. However, such a request for hearing shall not forestall a layoff under this section.

(a) The request for hearing shall specify the grounds to be used in establishing the impropriety of the decision.

(b) The staff member shall be given at least 10 days notice of such hearing. Such hearing shall be held not later than 20 days after the request except that this time limit may be extended by order of the hearing body. Anyone who participated in the decision to layoff or who is a material witness shall not serve on the hearing body.

(2) The academic staff member shall have access to the evidence on which the administration intends to rely to support the decision to layoff and shall be guaranteed the following minimal procedural safeguards at the hearing:

(a) A right to be heard in his/her defense;

(b) A right to counsel and/or other representatives, and to offer witnesses;

(c) A right to confront and cross-examine adverse witnesses;

(d) A verbatim record of all hearings, which might be a sound recording, provided at no cost;

(e) Written findings of fact and decision based on the hearing record;

(f) Admissibility of evidence governed by 227.10 Wis. Stats.;

(g) The hearing shall be closed unless the staff member whose position is to be eliminated requests an open hearing, in which case it shall be open (see 66.77 Wis. Stats. Open Meeting Law);

(h) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made

(3) If the institutional policies and procedures provide that the review and hearing be conducted by a committee, the following requirements shall be observed:

(a) The committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the committee members disqualify themselves or are disqualified, the remaining members may select a number of other replacements equal to the number who have been disqualified to serve;

(b) If the committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and carry out such responsibilities as shall be determined by the committee within the policies and procedures adopted by the institution.

(4) The first question to be considered in the review is whether one or more of the following factors improperly entered into the decision to layoff:

(a) Conduct, expressions or beliefs on the staff member's part which are constitutionally protected or actions which are consistent with an appropriate professional code of ethics;

(b) Employment practices prescribed by applicable state or federal law; or

(c) Improper consideration of the qualifications of the staff member. For the purposes of this section, "improper consideration" occurs if material prejudice resulted from any of the following:

1. The procedures required by the chancellor or board were not followed;

2. Available data bearing materially on the quality of the staff member's actual or potential performance were not considered; or

3. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(5) The staff member shall present evidence on whether one or more of the factors specified above improperly entered into the decision to layoff. The hearing body shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision. If the hearing body finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended.

(6) If the hearing body finds that a prima facie case has been established, the appropriate administration officer for the operational area shall be entitled to present evidence to support the layoff decision, and thereafter, the staff member may present evidence in rebuttal. Thereafter, on the basis of all the evidence presented, the hearing body shall make its determinations as follows:

(a) The hearing body shall first consider whether one or more of the above specified factors improperly entered into the decision to layoff. Unless the body is convinced that such factor or factors did improperly enter into that decision, the body shall find the decision to have been proper;

(b) If the hearing body is convinced that such factor or factors entered into the decision to layoff, then the body shall find that decision to be improper, unless the body is also convinced (1) that there was a bona fide program or budgetary reason(s) and that the determination of such reason(s) was made in the manner prescribed by and in accordance with, the standards established by the institution; and (2) that the decision to layoff the particular academic staff member was in accordance with the provisions of UWS 12.02.

(7) In determining whether a bona fide budgetary or program reason existed for layoff of the appointment of the academic staff member concerned, the hearing body shall presume that the decision to curtail the program was made in good faith and for proper reasons. The hearing body shall not substitute its judgment or priorities for that of the administration.

(8) If the hearing body finds that the layoff was improper, it shall report this decision and its recommendation to the chancellor and to the staff member. The chancellor shall review the matter, decide whether the staff member should be laid off, and notify the hearing body and academic staff member of the decision. This decision shall be deemed final unless the board, upon request of the academic staff member, grants review based on the record.

UWS 12.06 REVIEW FOR FIXED TERM AND PROBATIONARY ACADEMIC STAFF MEMBERS. Each institution shall establish procedures for an impartial review of the layoffs for reasons of budget or program of academic staff members with fixed term and probationary appointments. Nonrenewal is not a layoff under this section.

UWS 12.07 LAYOFF STATUS. (1) An academic staff member whose position has been eliminated according to the provisions of this chapter may, at the end of the appropriate notice period, be placed on layoff status, unless the layoff notice has been rescinded prior to that time. The academic staff member whose notice period has expired and who is placed on layoff status shall remain on layoff status until,

(a) For fixed term and probationary appointee, one of the following occurs:

1. The appointment expires under its own terms;

2. The staff member fails to accept an alternate appointment.

(b) For academic staff on indefinite appointment one of the following occurs:

1. The staff member is reappointed to the position from which laid off. Failure to accept such reappointment would terminate the academic staff member's association with the institution;

2. The staff member accepts an alternative continuing position in the institution. Failure to accept an alternate appointment would not terminate the academic staff member's association with the institution;

3. The staff member resigns;

4. The staff member fails to notify the chancellor or his/her designee not later than December 1, of each year while on layoff status, as to his/her location, employment status, and desire to remain on layoff status. Failure to provide such notice of desire to remain on layoff status shall terminate the academic staff member's association with the institution;

5. A period of 3 years lapses.

UWS 12.08 ALTERNATIVE EMPLOYMENT. Each institution shall devote its best efforts to securing alternative appointments within the institution in positions for which staff laid off under this chapter are qualified under existing criteria. Each institution should seek to provide financial assistance for academic staff members who have indefinite appointments and who are to be laid off to readapt within the operational area or within another operational area of the institution where such readaptation is feasible within one year's time. Further the university of Wisconsin system shall devote its best efforts to insure that such staff members laid off in any institution shall be made aware of openings within the system.

UWS 12.09 REAPPOINTMENT RIGHTS. Each institution shall establish administrative procedures and policies to insure compliance with 36.21 Wis. Stats., in providing that where layoffs occur for reasons of budget or program, no person may be employed in that operational area at that institution within 3 years to perform reasonably comparable duties to those of the staff member laid off without first offering the laid off staff member on layoff status reappointment without loss of rights or status. In addition, an institution shall continue for 3 years from date of layoff to offer the reappointment rights stated in this section to a laid off fixed term appointee whose appointment has expired under its own terms if such appointee notified the chancellor or his/her designee by December 1 of each year, or more frequently if institutional policies and procedures require, as to his/her location, employment status and desire to pursue reappointment rights. Failure to provide such notification shall terminate the academic staff member's reappointment rights under this section.

UWS 12.10 RETENTION OF SALARY. Any academic staff member reappointed within 3 years after layoff to reasonably comparable duties within the operational area shall be reappointed with a salary rate at least equivalent to his/her salary rate when laid off, together with such other rights and privileges which may have accured at that time.

UWS 12.11 RIGHTS OF ACADEMIC STAFF MEMBERS ON LAYOFF. An academic staff member on layoff status in accord with the provisions of this chapter has the reemployment rights guaranteed by UWS 12.09 or 12.10 and has the following minimal rights:

(1) Such voluntary participation in fringe benefit programs as is permitted by institutional policies;

(2) Such continued use of campus facilities as is allowed by policies and procedures established by the institution; and

(3) Such participation in institutional activities as is allowed by the policies and procedures established by the institution.

Chapter UWS 13

COMPLAINTS AND GRIEVANCES

UWS 13.01 COMPLAINTS. Each institution shall establish policies and procedures to deal with allegations by persons other than the academic staff member's supervisor(s), including administrators, students, other academic staff, faculty, classified staff or members of the public concerning conduct by an academic staff member which violates university rules or policies, or which adversely affects the staff member's performance or obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under chapter UWS 11. Such procedures shall include the designation of an individual or body with the power and authority to conduct a hearing on the complaint and to recommend solutions to the chancellor if the problem cannot be otherwise resolved.

UWS 13.02 GRIEVANCES. Each institution shall establish policies and procedures for adjudicating grievances involving members of the academic staff. Such procedures shall include the designation of an individual or body with the power and authority to investigate and to recommend solutions to the chancellor if the problem cannot be otherwise resolved.

Chapter UWS 14

OUTSIDE ACTIVITIES

UWS 14.01 OUTSIDE ACTIVITIES. (1) Each institution shall develop policies and procedures concerning the performance by an academic staff member of outside activities of an extensive, recurring or continuing nature outside his/her broad institutional responsibilities during any period of employment by the institution. Such policies and procedures shall be designed to encourage appropriate participation by academic staff members in public service or endeavors related to their field of interest while ensuring adequate attention to all normal university responsibilities. Institutional procedures and policies shall, at a minimum, provide as appropriate for the following:

(a) Reporting of substantial outside activities;

(b) Notification to academic staff members where activities are deemed excessive or improper;

(c) A mechanism for appeal from a decision of impropriety;

(d) Policies concerning the use of university facilities;

(e) Policies concerning absence from regular duties;

(f) Reporting of any intended service as an expert witness in legal proceedings or as staff, advisor, or consultant to granting agencies.

Chapter UWS 15

LIMITED APPOINTMENTS

UWS 15.01 LIMITED APPOINTMENTS. (1) A limited appointment under section 36.19, Wis. Stats., is a special appointment to a designated administrative position. A person in this type of appointment serves at the pleasure of the authorized official who made the appointment. A member of the academic staff granted a limited appointment shall not lose existing rights to an academic staff appointment by accepting the limited appointment, and a member of the faculty granted a limited appointment shall not lose existing rights to a faculty appointment by accepting the limited appointment. Termination of a limited appointment is not a dismissal under chapter UWS 4 or UWS 11, and is not otherwise appealable. Wherever possible 3 months' notice of termination should be given if the appointee does not hold simultaneously another university appointment.

(2) Limited appointments apply to the following positions: president, senior vice president, provost, vice president, associate vice president, assistant vice president, chancellor, associate vice chancellor, assistant vice chancellor, center system dean, secretary of the board, associate secretary of the board, assistant secretary of the board, trust officer and assistant trust officer, and such other administrative positions as the board, the president or the chancellor determines at the time of the appointment.

Chapter UWS 16

OTHER APPOINTMENTS

UWS 16.01 OTHER APPOINTMENTS. The board may make or authorize appointments of specified terms for student assistants and employes in training, such as residents, interns, post-doctoral fellows or trainees or associates. Appointments made pursuant to this section shall not be subject to the provisions of sections 36.13 and 36.15 Wis. Stats., and Wis. Adm. Code Chapters UWS 1-15. Policies and procedures for such appointments shall be determined as appropriate by the president or the chancellor of each institution after consultation with appropriate faculty and with appropriate student assistants and employes in training.

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Approved by the Regents
December 6, 1974

UNIVERSITY OF WISCONSIN SYSTEM FACULTY PERSONNEL RULES

CHAPTER UWS 1. DEFINITIONS OF TERMS USED IN UWS 1 to UWS 7

1.01 ACADEMIC STAFF. "Academic staff" means professional and administrative personnel, other than faculty and classified staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

1.02 BOARD OF REGENTS OR BOARD. "Board of Regents" or "board" means the board of regents of the university of Wisconsin system.

1.0 DEPARTMENT. "Department" means a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

1.04 FACULTY. "Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution. The appointment of a member of the academic staff may be converted to a faculty appointment in accordance with UWS 3.01(1)(c).

1.05 FACULTY STATUS. By action of the appropriate faculty body and chancellor of an institution, members of the academic staff may be designated as having "faculty status." "Faculty status" means a right to participate in faculty governance of an institution in accordance with the rules of the institution. Faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment.

1.06 INSTITUTION. "Institution" means any university, or an organizational equivalent designated by the board.

1.07 UNIVERSITY. "University" means any baccalaureate or graduate degree granting institution.

1.08 NOTICE PERIODS. When an act is required by these rules to be done within a specified number of days: 1) Day shall mean calendar day, 2) The first day shall be the day after the event, such as receipt of a notice or conclusion of a hearing, 3) Each day after the first shall be counted, except that a Sunday or a legal holiday shall not be counted if it would be the final day of the period.

CHAPTER UWS 2. FACULTY RULES: COVERAGE AND DELEGATION

2.01 RULES. Rules in chapters UWS 2 and UWS 3 apply to all faculty appointments made on or after the effective date of these rules. Any person who holds a tenure appointment under former chapters 36 and 37 Wis. Stats. 1971 and related rules shall continue to hold tenure as defined under those chapters and related rules. Any person who holds a probationary appointment under former chapters 36 and 37 Wis. Stats., 1971, and related rules shall continue to enjoy the contractual rights and guarantees as defined under those chapters and related rules, and may elect to be considered for tenure according to the procedures existing under that appointment or under rules and procedures in effect at the time of consideration. The rules in chapters UWS 4 to UWS 7 apply to all appointments to faculty positions regardless of whether the appointment preceded the adoption of these rules.

2.02 DELEGATION. Rules and procedures developed pursuant to chapters UWS 3, 4, 5, 6 and 7 by the faculty of each institution shall be forwarded by the chancellor to the president and by the president to the board for its approval prior to their taking effect. Such policies and procedures, unless disapproved or altered by the regents, shall be in force and effect as rules of the regents.

CHAPTER UWS 3. FACULTY APPOINTMENTS

3.01 TYPES OF APPOINTMENTS. (1) Appointments to the faculty are either tenure or probationary appointments. Faculty appointments carry the following titles: professor, associate professor, assistant professor and instructor.

(a) "Tenure appointment" means an appointment for an unlimited period granted to a ranked faculty member by the board upon the affirmative recommendation of the appropriate academic department, or its functional equivalent and the chancellor of an institution via the president of the system.

(b) "Probationary appointment" means an appointment by the board upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the chancellor of an institution and held by a faculty member during the period which may precede a decision on a tenure appointment.

(c) In accordance with section 36.05(8) Wis. Stats. academic staff appointments may be converted to faculty appointments by the action of the board upon the recommendation of the appropriate faculty body and the chancellor of an institution. Such faculty appointees shall enjoy all the rights and privileges of faculty.

(d) In accordance with UWS 1.05 members of the academic staff may be given faculty status. Members of the academic staff who have been given faculty status have employment rights under the rules and policies concerning academic staff.

(e) A person holding a faculty appointment under 36.13 and 36.15 Wis. Stats. shall not lose that appointment by accepting a limited appointment for a designated administrative position.

3.02 RECRUITING. The faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, shall develop procedures relating to recruitment of members of the faculty. The procedures shall be consistent with board policy and state and federal laws with respect to nondiscriminatory and affirmative action recruitment. The procedures shall allow maximum flexibility at the departmental, school and college levels to meet particular needs. In all instances the procedures shall provide for departmental peer review and judgments as the operative step in the recruiting process.

3.03 APPOINTMENTS - GENERAL. The faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, shall develop rules relating to faculty appointments. Each person to whom an appointment is offered must receive an appointment letter in which an authorized official of the institution details the terms and conditions of the appointment, including but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probation, tenure status and crediting or prior service. Accompanying this letter shall be an attachment detailing institutional and system rules and procedures relating to faculty appointments. If the appointment is subject to the advance approval of the board, a statement to this effect must be included in the letter.

3.04 PROBATIONARY APPOINTMENTS. Each institution's rules for faculty appointment shall provide for a maximum seven-year probationary period in a full-time position and may provide for a longer maximum probationary period in a part-time position of at least half time. Such rules may permit appointments with shortened probationary periods or appointments to tenure without a probationary period. Provisions shall be made for the appropriate counting of prior service at other institutions and at the institution. A leave of absence, sabbatical leave or teacher improvement assignments shall not constitute a break in continuous service, nor shall it be included in the probationary period. Tenure is not acquired solely because of years of service.

3.05 PERIODIC REVIEW. The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules providing for periodic review of faculty performance.

3.06 RENEWAL OF APPOINTMENTS AND GRANTING OF TENURE. (1)(a) General. Appointments may be granted only upon the affirmative recommendation of the appropriate academic department or its functional equivalent, and the chancellor of an institution. When specified by the board, the institutional recommendation shall be transmitted by the president of the system with his recommendation to the board for action. Tenure appointments may be granted to any ranked faculty member who holds or will hold a half-time appointment or more. The proportion of time provided for in the appointment may not be diminished or increased without the mutual consent of the faculty member and the institution, unless the faculty member is dismissed for just cause, pursuant to 36.13(5) Wis. Stats. or is terminated or laid off pursuant to 36.21 Wis. Stats.

(b) Criteria. Decisions relating to renewal of appointments or recommending of tenure shall be made in accordance with institutional rules and procedures which shall require an evaluation of teaching, research and professional and public service and contribution to the institution. The relative importance of these functions in the evaluation process shall be decided by departmental, school, college and institutional faculties in accordance with the mission and needs of the particular institution and its component parts. Written criteria for these decisions shall be developed by the appropriate institutional faculty bodies.

(c) Procedures. The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules governing the procedures for renewal or probationary appointments and for recommending tenure. These rules shall provide for written notice of the departmental review to the faculty member at least 20 days prior to the date of the departmental review and an opportunity to present information on the faculty member's behalf. The probationary faculty member shall be notified in writing within 20 days after each decision at each reviewing level. In the event that a decision is made resulting in nonrenewal, the procedures specified in UWS 3.07 shall be followed.

3.07 NONRENEWAL OF PROBATIONARY APPOINTMENTS. (1)(a) Rules and procedures. The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules and procedures for dealing with instances in which probationary faculty appointments are not renewed. These rules and procedures shall provide that, upon the timely written request of the faculty member concerned, the department or administrative officer making the decision shall, within a reasonable time, give his/her written reasons for nonrenewal. Such reasons shall become a part of the personnel file of the individual. Further, the rules and procedures shall provide for reconsideration of the initial nonrenewal decision upon timely written request.

(b) Reconsideration. The purpose of reconsideration of a nonrenewal decision shall be to provide an opportunity to a fair and full reconsideration of the nonrenewal decision, and to insure that all relevant material is considered.

1. Such reconsideration shall be undertaken by the individual or body making the nonrenewal decision and shall include, but not be limited to, adequate notice of the time of reconsideration of the decision, an opportunity to respond to the written reasons and to present any written or oral evidence or arguments relevant to the decision, and written notification of the decision resulting from the reconsideration.

2. Reconsideration is not a hearing, or an appeal, and shall be nonadversary in nature.

3. In the event that a reconsideration affirms the nonrenewal decision, the procedures specified in UWS 3.08 shall be followed.

3.08 APPEAL OF A NONRENEWAL DECISION. (1) The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules and procedures for the appeal of a nonrenewal decision. Such rules and procedures shall provide for the review of a nonrenewal decision by an appropriate standing faculty committee upon written appeal by the faculty member concerned within 20 days of notice that the reconsideration has affirmed the nonrenewal decision (25 days if notice is by first class mail and publication). Such review shall be held not later than 20 days after the request, except that this time limit may be enlarged by mutual consent of the parties, or by order of the review committee. The faculty member shall be given at least 10 days notice of such review. The burden of proof in such an appeal shall be on the faculty member, and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:

(a) Conduct, expressions or beliefs which are constitutionally protected, or protected by the principles of academic freedom, or

(b) Factors prescribed by applicable state or federal law regarding fair employment practices, or

(c) Improper consideration of qualifications for reappointment or renewal. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a faculty member in question if material prejudice resulted because of any of the following:

1. The procedures required by rules of the faculty or board were not followed, or

2. Available data bearing materially on the quality of performance were not considered or

3. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(2) The appeals committee shall report on the validity of the appeal to the body or official making the nonrenewal decision and to the appropriate dean and the chancellor.

(3) Such a report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the committee, or a recommendation to the next higher appointing level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the appeals committee specifically finds that such a remand would serve no useful purpose. The appeals committee shall retain jurisdiction during the pendency of any reconsideration. The decision of the chancellor will be final on such matters.

3.09 NOTICE PERIODS. (1) A faculty member who is employed on probationary appointment pursuant to 36.13 Wis. Stats. shall be given written notice of his reappointment or nonreappointment for another academic year in advance of the expiration of his/her current appointment as follows:

(a) When the appointment expires at the end of an academic year, not later than March 1 of the first academic year and not later than December 15 or second consecutive academic year of service;

(b) If the initial appointment expires during an academic year, at least 3 months prior to its expiration; if a second consecutive appointment terminates during the academic year, at least 6 months prior to its expiration;

(c) After 2 or more years of continuous service at an institution of the university of Wisconsin system. Such notice shall be given at least 12 months before the expiration of the appointment.

3.10 ABSENCE OF PROPER NOTIFICATION. If proper notice is not given in accordance with UWS 3.09 above, the aggrieved faculty member shall be entitled to a one-year terminal appointment. Such appointments, however, shall not result in the achievement of tenure.

3.11 LIMITATION. Tenure and probationary appointments are in a particular institution; a tenure appointment is limited to the institution in which the appointment is held, unless another institution has, through normal procedures and explicit agreement, undertaken to share in the appointment. The explicit agreement shall specify both the tenure responsibility and the budget responsibility.

CHAPTER UWS 4. PROCEDURES FOR DISMISSAL

4.01 DISMISSAL FOR CAUSE. (1) Any faculty member having tenure may be dismissed only by the board and only for just cause and only after due notice and hearing. Any faculty member having a probationary appointment may be dismissed prior to the end of his/her term of appointment only by the board and only for just cause and only after due notice and hearing. A decision not to renew a probationary appointment or not to grant tenure does not constitute a dismissal.

(2) A faculty member is entitled to enjoy and exercise all the rights and privileges of a United States citizen and the rights and privileges of academic freedom as they are generally understood in the academic community. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

4.02 RESPONSIBILITY FOR CHARGES. (1) Whenever the chancellor of an institution within the university of Wisconsin system receives a complaint against a faculty member which he/she deems substantial and which, if true, might lead to dismissal under sec. UWS 4.01, the chancellor shall within a reasonable time initiate an investigation and shall, prior to reaching a decision on filing charges, offer to discuss the matter informally with the faculty member. A faculty member may be dismissed only after receipt of a written statement of specific charges from the chancellor as the chief administrative officer of the institution and, if a hearing is requested by the faculty member, in accordance with the provisions of this chapter. If the faculty member does not request a hearing, action shall proceed along normal administrative lines but the provisions of sections 4.02, 4.09 and 4.10 of this chapter shall still apply.

(2) Any formal statement of specific charges for dismissal sent to a faculty member shall be accompanied by a statement of the appeal procedures available to the faculty member.

(3) The statement of charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of sec. 262.06(1)(c) Wis. Stats. were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of statement of charges in the newspaper.

4.03 STANDING FACULTY COMMITTEE. The faculty of each institution shall provide a standing committee charged with hearing dismissal cases and making recommendations under this chapter. This standing faculty committee shall operate as the hearing agent for the board pursuant to sec. 227.12, Wis. Stats. and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of law and decision to the board according to UWS 4.07.

4.04 HEARING. If the faculty member requests a hearing within 20 days of notice of the statement of charges (25 days if notice is by first class mail and publication), such a hearing shall be held not later than 20 days after the request except that this time limit may be enlarged by mutual written consent of the parties or by order of the hearing committee. The request for a hearing shall be addressed in writing to the chairperson of the standing faculty committee created under UWS 4.03.

4.05 ADEQUATE DUE PROCESS. (1) A fair hearing for a faculty member whose dismissal is sought under sec. UWS 4.01 shall include the following:

(a) Service of written notice of hearing on the specific charges at least 10 days prior to the hearing;

(b) A right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought;

(c) A right to be heard in his/her defense;

(d) A right to counsel and/or other representatives and to offer witnesses;

(e) A right to confront and cross-examine adverse witnesses;

(f) A verbatim record of all hearings, which might be a sound recording provided at no cost;

(g) Written findings of fact and decision based on the hearing record;

(h) Admissibility of evidence governed by 227.10 Wis. Stats.

4.06 PROCEDURAL GUARANTEES. (1) Any hearing held shall comply with the requirements set forth in UWS 4.05. The following requirements shall also be observed:

(a) The burden of proof of the existence of just cause on the administration or its representatives;

(b) No faculty member who participated in the investigation of allegations leading to the filing of a statement of charges, or in the filing of a statement of charges, or who is a material witness shall be qualified to sit on the committee in that case;

(c) The hearing shall be closed unless the faculty member under charges requests an open hearing, in which case it shall be open (see 66.77 Wis. Stats. Open Meeting Law);

(d) The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under UWS 4.03.

(e) The faculty hearing committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value but shall exclude immaterial, irrelevant or unduly repetitious testimony, and shall give effect to recognized legal privileges;

(f) If the faculty hearing committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and such other responsibilities as shall be determined by the committee within the provisions of the rules and procedures adopted by the faculty of the institution in establishing the standing faculty committee under section 4.03 of this chapter;

(g) If a proceeding on charges against a faculty member not holding tenure is not concluded before his appointment would expire, he/she may elect that such proceeding be carried to a final decision. Unless he/she so elects in writing, the proceeding shall be discontinued at the expiration of the appointment;

(h) If a faculty member whose dismissal is sought has requested a hearing, discontinuance of the proceeding by the institution is deemed a withdrawal of charges and a finding that the charges were without merit;

(i) Nothing in paragraph (h) shall prevent the settlement of cases by mutual agreement between the administration and the faculty member, with board approval, at any time prior to a final decision by the board;

(j) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

4.07 RECOMMENDATIONS: TO THE CHANCELLOR: TO THE REGENTS. (1) The faculty hearing committee shall send to the chancellor and to the faculty member concerned, as soon as practicable after conclusion of the hearing, a verbatim record of the testimony and a copy of its report, findings, and recommendations. The committee may determine that while adequate cause for discipline exists, some sanction less severe than dismissal is more appropriate. Within 20 days after receipt of this material the chancellor shall review it and afford the faculty member an opportunity to discuss it. The chancellor shall prepare a written recommendation within 20 days following the meeting with the faculty member, unless his/her proposed recommendation differs substantially from that of the committee. If the chancellor's proposed recommendations differ substantially from those of the faculty hearing committee, the chancellor shall promptly consult the faculty hearing committee and provide the committee with a reasonable opportunity for a written response prior to forwarding his/her recommendation. If the recommendation is for dismissal, the recommendation shall be submitted through the president of the system to the board. A copy of the faculty hearing committee's report and recommendations shall be forwarded through the president of the system to the board along with the chancellor's recommendation. A copy of the chancellor's recommendation shall also be sent to the faculty member concerned and to the faculty committee.

Disciplinary action other than dismissal may be taken by the chancellor, after affording the faculty member an opportunity to be heard on the record, except that, upon written request by the faculty member, such action shall be submitted as a recommendation through the president to the board together with a copy of the faculty hearing committee's report and recommendation.

4.08 BOARD REVIEW. (1) If the chancellor recommends dismissal, the board shall review the record before the faculty hearing committee nd provide an opportunity for filing exceptions to the recommendations of the hearing committee or chancellor, and for oral arguments unless the board decided to drop the charges against the faculty member without a hearing or the faculty member elects to waive a hearing. This hearing shall be closed unless the faculty member requests an open hearing (see 66.77 Wis. Stats. Open Hearing Law).

(2) If, after the hearing, the board decided to take action different from the recommendation of the faculty hearing committee and/or the chancellor, then before taking final action the board shall consult with the faculty hearing committee and/or the chancellor, as appropriate.

(3) If a faculty member whose dismissal is sought does not request a hearing pursuant to UWS 4.04 the board shall take appropriate action upon receipt of the statement of charges and the recommendation of the chancellor.

4.09 SUSPENSION FROM DUTIES. Pending the final decision as to his/her dismissal, the faculty member shall not normally be relieved of duties; but if, after consultation with appropriate faculty committees the chancellor finds that substantial harm to the institution may result if the faculty member is continued in his/her position, the faculty member may be relieved immediately of his/her duties, but his/her salary shall continue until the board makes its decision as to dismissal.

4.10 DATE OF DISMISSAL. A decision by the board ordering dismissal shall specify the effective date of the dismissal.

CHAPTER UWS 5. LAYOFF AND TERMINATION FOR REASONS OF FINANCIAL EMERGENCY

5.01 GENERAL. Notwithstanding 36.13 Wis. Stats., the board may lay off or terminate a tenured faculty member, or lay off or terminate a probationary faculty member prior to the end of his/her appointment, in the event of a financial emergency. Such layoffs or terminations may be made only in accord with the provisions of this chapter, and imply the retention of rights indicated herein. A nonrenewal, regardless of reasons, is not a layoff or termination under this section.

5.02 FINANCIAL EMERGENCY. (1) For the purposes of this chapter, "financial emergency" is a state which may be declared by the board to exist for an institution if and only if the board finds that the following conditions exist:

(a) The total General Program Operations (GPR/fee) budget of the institution, excluding adjustments for salary/wage increases and for inflationary impact on nonsalary budgets, has been reduced;

(b) Institutional operation within this reduced budget requires a reduction in the number of faculty positions such that tenured faculty must be laid off, or probationary faculty must be laid off prior to the end of their respective appointments. Such a reduction in faculty positions shall be deemed required only if in the board's judgment it will have an effect substantially less detrimental to the institution's ability to fulfill its mission than would other forms of budgetary curtailment available to the institution; and

(c) The procedures described in UWS 5.05 and 5.06 have been followed.

5.03 LAYOFF AND TERMINATION. For the purpose of this chapter, "layoff" is the indefinite suspension or an involuntary reduction in services and compensation of a faculty member's employment by the university of Wisconsin system. A laid off faculty member retains the rights specified in UWS 5.16 through 5.21, inclusive. For the purposes of this chapter, "termination" is the permanent elimination of a faculty member's employment by the university of Wisconsin system. A terminated faculty member retains rights specified in UWS 5.18 and 5.19.

5.04 FACULTY CONSULTATIVE COMMITTEE. The faculty of each institution shall, promptly after the effective date of this chapter, designate or create a standing faculty committee to consult with the chancellor if at any time a declaration of financial emergency is to be considered. The committee shall consist of faculty members of the institution chosen by the faculty in a manner to be determined by the faculty. It is the right and responsibility of this committee to represent the faculty before the board if a declaration of a state of financial emergency for the institution is being considered, and to assure that the procedures of UWS 5.05 and 5.06 are followed.

5.05 CONSULTATION. (1) In the event that a declaration of financial emergency is contemplated, the chancellor of the affected institution shall consult with and seek advice from the faculty committee provided for in section 5.04 at least three months before the matter is taken to the board. The chancellor and committee shall:

(a) Consider identifiable alternative methods of budget reduction;

(b) Determine whether reductions in faculty positions under the provisions of this chapter can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;

(c) Determine from which colleges, schools, departments or programs faculty positions should be eliminated;

(d) Consult with faculties of colleges, schools, departments and programs potentially involved; and

(e) Consult with such other individuals and groups as they feel may be able to provide valuable advice.

The chancellor and the chairman of the faculty committee, or their designees, and representatives of affected colleges, schools, departments, and programs, may appear before the board at the time the recommendation is considered. Other interested parties may submit in writing alternative recommendation or challenges to any part of the report.

5.07 INDIVIDUAL DESIGNATIONS. Once the board has declared a state of financial emergency it shall be the primary responsibility of the tenured members of the affected department(s) to recommend which individuals are to be laid off. These recommendations shall follow seniority, as provided in UWS 5.08, unless a clear and convincing case is made that program needs dictate other considerations. e.g., the need to maintain diversity of specializations within a department. The department may seek the advice of other groups or individuals in formulating its recommendations. The departmental recommendation shall be forwarded to the chancellor, and the chancellor shall prepare recommendations for the system president and the board, as provided in 5.14.

5.08 SENIORITY. The faculty of each institution shall promptly after the effective date of this chapter, determine the form of seniority that is to be considered. Such a determination shall be effective uniformly throughout the institution. Seniority may be, but is not limited to, the following definitions:

(1) Without regard to rank, with seniority established by total years of service in the institution;

(2) By rank, and within rank according to total years of service in the institution; or

(3) By rank, and within rank, according to length of service in the institution at that rank.

5.09 NOTIFICATION. Each faculty member whose position is recommended for elimination shall receive prompt written notification from the chancellor. This statement of notification shall include:

(1) A summary of the reasons and evidence supporting the declaration of a state of financial emergency and of the reasons and data leading to the choice of the colleges, schools, departments or programs in which reductions are to be made;

(2) A statement of the basis on which the individual position was selected for elimination (if on the basis of seniority, the criterion used and data supporting the choice; if on another basis, the data and reasons supporting that choice);

(3) A statement of the date on which the layoff is to be effective (this must be consistent with the provisions of section 5.10); and

(4) A copy of these rules and such other information or procedural regulations as the chancellor or faculty hearing committee shall deem appropriate.

5.10 NOTIFICATION PERIOD. For an academic year appointment the effective date of layoff must coincide with the end of an academic year. For an annual appointment it shall be June 30. In either case notification must be given at least twelve months in advance of the effective date. The notification referred to here is that specified in UWS 5.09 informing the faculty member that his/her position has been recommended for elimination.

During this period, and prior to entering layoff status (see section 5.16), the chancellor may offer as appropriate, and the faculty member may accept:

(a) Terminal leave and early retirement

(b) Relocation leave accompanied by resignation

Acceptance of either of these options will terminate the faculty members association with the university of Wisconsin system at the end of the leave period.

5.11 FACULTY HEARING COMMITTEE. The faculty of each institution shall, promptly after the effective date of this chapter, establish a committee or designate an existing committee to serve as a hearing committee for the purposes of this chapter. The committee shall consist of faculty members of the institution chosen by the faculty in a manner to be determined by the faculty. This standing faculty committee shall operate as the hearing agent for the board pursuant to sec. 227.12, Wis. Stats. and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of law and decision to the board according to sec. 5.14.

5.12 REVIEW HEARING. (1) A faculty member whose position is recommended for elimination is entitled to a hearing before the faculty hearing committee as to the appropriateness of the decision to lay off that particular individual. The existence of a state of financial emergency and the designation of the colleges, schools, departments or programs in which faculty positions are to be eliminated are not subject to review in the hearing.

(2) A hearing must be requested within 20 days of the receipt by the faculty member of notification of recommended layoff. The request shall state with particularity the grounds to be relied upon in establishing the impropriety of the decision. Relevant information supplementary to that contained in the notification statement may be requested. The question to be considered in the review is whether one or more of the following improper factors entered into the decision to lay off:

(a) Conduct, expression, or beliefs on the faculty member's part which are constitutionally protected or protected by the principles of academic freedom; or

(b) Factors prescribed by applicable state or federal law regarding fair employment practices; or

(c) Improper selection of the individual to be laid off. For the purposes of this section, "improper selection" occurs if material prejudice resulted from any of the following:

1. The procedures required by rules of the faculty or board were not followed; or

2. Available data bearing materially on the role of the faculty member in the institution were not considered; or

3. Unfounded or arbitrary assumptions of fact were made; or

4. Immaterial or improper factors other than those specified above entered into the decision.

(3) The faculty member shall present evidence on whether one or more of the improper factors specified above entered into the decision to lay off. The committee shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision. If the committee finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended. The committee shall report this finding to the chancellor and faculty member.

(4) If the committee finds that a prima facie case has been established the chancellor or his designee shall be entitled to present evidence to support the layoff decision and, thereafter, the faculty member may present evidence to rebuttal. On the basis of all the evidence presented, the committee shall make its determination as follows:

(a) The committee shall first consider whether one or more of the above specified improper factors entered significantly into the decision to lay off. Unless the committee is convinced that such factors did significantly enter into that decision, the committee shall find the decision to have been proper.

(b) If the committee believes that improper factors may have entered into the decision, but is convinced that the same decision would have been reached had the error(s) not occurred, it shall find the decision to have been proper.

(c) If the committee is convinced that improper factors entered significantly into and affected the decision, it shall be found to be improper.

(5) The committee shall report its findings and recommendations to the chancellor and the faculty member.

5.13 HEARING PROCEDURE. (1) If the faculty hearing committee requests, the chancellor shall provide legal counsel to the committee. The hearing shall be closed unless the faculty member whose position has been recommended for elimination requests an open hearing, in which case it shall be open (see 66.77 Wis. Stats., Open Meeting Law).

(2) The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under UWS 5.11. No faculty member who participated in the decision to lay off or who is a material witness may sit in on the hearing committee.

(3) The faculty member shall be given at least 10 days notice of the hearing; such hearing shall be held not later than 20 days after the request except that this time limit may be extended by mutual consent of the parties or by order of the hearing committee.

(4) The faculty member shall have access to the evidence on which the administration intends to rely to support the decision to lay off, and shall be guaranteed the following minimal procedural safeguards at the hearing:

(a) A right to be heard in his/her own behalf;

(b) A right to counsel and/or other representatives, and to offer witnesses;

(c) A right to confront and cross-examine adverse witnesses;

(d) A verbatim record of the hearing, which might be a sound recording, provided at no cost;

(e) Written findings of fact and decision based on the hearing record; and

(f) Admissibility of evidence governed by 227.10 Wis. Stats.

(5) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

5.14 RECOMMENDATIONS AND REVIEW BY THE BOARD. The recommendations of the chancellor and the recommendations, if any, of the faculty hearing committee, shall be transmitted to the president of the university of Wisconsin system and to the board and acted upon as follows:

(1) If the faculty member has not requested a hearing before the faculty hearing committee, the recommendation shall be deemed proper and shall be reported for information to the system president and the board.

(2) If the faculty member has requested a hearing and the faculty hearing committee has found the decision to be proper, the report of the faculty hearing committee shall be forwarded to the system president and board by the chancellor with his recommendation. The faculty member may request a review by the board, and the board review panel may at its option grant a review. Unless the board review panel grants the request for review, the recommended findings of fact and decision of the standing faculty committee shall be the final decision of the board of regents.

(3) If after a hearing, the faculty hearing committee's recommended findings of fact and decision are that the initial decision was improper, the chancellor shall review the matter and give careful consideration to the committee's finding. If the chancellor accepts the committee's findings the chancellor's decision shall be final. If the chancellor contests the recommended findings that the decision was improper, the verbatim record, a summary of the evidence and the recommended findings of law and decision shall be forwarded to the board review panel (see sec. 5.15). The chancellor and the faculty member shall be furnished with copies of this material and shall have a reasonable opportunity to file written exceptions to such summary and proposed findings and decision and to argue with respect to them

orally and in writing before the board review panel. The board review panel shall hear and decide the case in accordance with sec. 227.12, Wis. Stats. The decision of the board review panel shall be final.

5.15 BOARD REVIEW. A review panel shall be appointed by the president of the board of regents, and shall include 3 members of the board, and 2 non-voting staff members from the academic affairs office of the university system. The panel shall review the criteria and reasoning of the chancellor and the findings and recommendations of the faculty hearing committee in each case forwarded for its review, and shall reach a decision on the recommendation to be approved. The decision shall be final and binding upon the chancellor and the faculty member affected unless one or more of the regent members of the review panel request that the decision be reviewed by the full board of regents, in which case the record shall be reviewed and a decision reached by the full board.

5.16 LAYOFF STATUS. A faculty member whose position has been eliminated or reduced in accordance with the provisions of this chapter shall, at the end of the appropriate notice period, be placed on layoff status, unless the layoff notice has been rescinded prior to that time.

The faculty member whose notice period has expired, and who is placed on layoff status remain on layoff status until:

(a) For probationary faculty, the probationary appointment would have expired under its own terms;

(b) For tenured faculty, one of the following occurs:

1. Reappointment to the position from which laid off. Failure to accept such reappointment would terminate the faculty member's association with the university of Wisconsin system

2. Acceptance of an alternative continuing position in the university of Wisconsin system. Failure to accept an alternate appointment would not terminate the faculty member's association with the university of Wisconsin system.

3. Resignation.

4. Failure by the affected faculty member to notify the chancellor not later than December 1, of each year while on layoff status as to his/her location, employment status and desire to remain on layoff status. Failure to provide such notice of desire to remain on layoff status shall terminate the faculty member's association with the university of Wisconsin system.

5.17 ALTERNATIVE EMPLOYMENT. Each institution shall devote its best efforts to securing alternative appointments within the institution in positions for which faculty laid off under this chapter are qualified under existing criteria. In addition, the university of Wisconsin system shall provide financial assistance for one year for faculty who are designated for layoff to readapt within the department or within another department of the institution, where such readaptation is feasible. Further, the university of Wisconsin system shall devote its best efforts to insure that faculty members laid off or terminated in any institution shall be made aware of openings within the system.

5.18 REAPPOINTMENT RIGHTS. Each institution shall establish administrative procedures and policies to insure that where layoff or terminations occur for reasons of financial emergency, no person may be employed at that institution within 3 years to perform reasonably comparable duties to those of the faculty member laid off or terminated without first offering the laid off or terminated faculty member reappointment without loss of tenure, seniority and other rights. The 3 year period shall be computed from the effective date of layoff as specified in the original notice.

5.19 RETENTION OF RANK AND SALARY. Any faculty member reappointed within 3 years after layoff or termination shall be reappointed with a rank and salary at least equivalent to his rank and salary when laid off or terminated, together with such other rights and privileges which may have accured at that time; any faculty member relocated within an institution or within the university of Wisconsin system shall not have either rank or salary adversely affected except by consent at the time of relocation.

5.20 RIGHTS OF FACULTY MEMBERS ON LAYOFF. A faculty member on layoff status in accord with the provisions of this chapter has the reemployment rights guaranteed by UWS 5.18 and 5.19, and has the following minimal rights:

(1) Such participation in fringe benefit programs as is allowed by state regulations governing rights of laid off state employees;

(2) Such continued use of campus facilities as is allowed by policies and procedures established by the department and institution; and

(3) Such participation in departmental and institutional activities as is allowed by guidelines established by the department and institution.

5.21 SYSTEMWIDE TENURE. The commitment to systemwide tenure within the former chapter 37 institutions shall be honored by those institutions for those eligible under 36.13(4) Wis. Stats. 1973 in the event of layoff or termination under the provisions of this chapter.

5.22 LACK OF FACULTY ACTION. If the faculty of an institution is given due notice of its rights and responsibilities under this chapter, and does not act, the chancellor may act as follows in lieu of the faculty action:

(1) If a faculty committee provided for in 5.04 is not established, the chancellor may consult those members or representatives of the faculty he considers appropriate to satisfy the intent of section 5.05. All departments potentially involved shall be consulted and representatives of the faculty may dispute the chancellor's recommendation for a state of financial emergency before the board.

(2) If the faculty does not act to determine the form of seniority to be followed, the chancellor may designate the form. Such designation shall be effective campuswide and shall be made prior to the declaration by the board of a state of financial emergency.

(3) If an affected department or program does not recommend individuals for layoff or termination following declaration of a state of financial emergency, the chancellor shall determine the individuals to be affected, using such advice as is deemed of value.

(4) If a faculty hearing committee provided for in 5.11 is not established by the faculty, the chancellor may appoint a committee of faculty members to provide this function.

CHAPTER UWS 6. COMPLAINTS AND GRIEVANCES

6.01 COMPLAINTS. The faculty of each institution, with the approval of the chancellor, shall establish rules and procedures to deal with allegations by the administration, students, academic staff members, other faculty members, classified staff members, or members of the public concerning conduct by a faculty member which violates university rules or policies, or which adversely affects the faculty member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under UWS chapter 4. Such rules and procedures shall include, but not necessarily be limited to, the following:

(1) Review of and administrative action on the complaint by the chancellor, administrative action may include dismissing the complaint, invoking an appropriate disciplinary action or referring the complaint to the standing faculty committee created under (2) below.

(2) Provisions for a hearing before a standing faculty committee selected by the faculty of each institution in such manner as they shall determine. Such hearing shall be held at the request of the chancellor or, if the chancellor invokes a disciplinary action, at the request of the faculty member concerned.

(3) Guarantee of adequate due process to include, but not limited to, written notification of the complaint, fair and complete hearing procedures, written statement of findings, transmittal of findings to the faculty member involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.

(4) Delineation of the powers of the faculty committee to make recommendations to the chancellor concerning disciplinary action, to recommend dismissal of the complaint, or to recommend referral of the complaint to the appropriate department or administrative officer.

The decision by the chancellor on the recommendations of the committee, or on the complaint in the absence of committee recommendations, shall be final except that the board at its option might grant a review on the record.

6.02 GRIEVANCES. The faculty of each institution shall designate a committee or other appropriate faculty body to hear faculty grievances under rules and procedures established by the faculty of the institution in conjunction with the chancellor; such committee or faculty body shall have the power to conduct hearings and factfindings related to the grievance, and the authority to recommend solution to such grievances to the chancellor, and to the board should the matter not be resolved at the institutional level.

CHAPTER UWS 7. OUTSIDE ACTIVITIES.

The faculty of each institution, with the approval of the chancellor, shall develop rules and procedures which will effectively govern the performance by a faculty member of activities of an extensive, recurring or continuing nature outside his/her institutional responsibilities during any period of employment by an institution. Such rules and procedures shall be designed to insure devotion to teaching, research activities and all normal university responsibilities., while permitting broad participation by faculty in public service or endeavors related to their fields of interest. Institutional rules and procedures shall, at a minimum, provide for the following:

(1) Reporting of substantial outside activities;

(2) Notification to faculty members where activities are deemed excessive or improper;

(3) A mechanism for appeal from a decision of impropriety;

(4) Rules concerning the use of university facilities;

(5) Rules concerning absence from regular duties;

(6) Reporting of any intended service as an expert witness in legal proceedings, or as a staff, advisor or consultant to granting agencies.